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Bowling Green Business University

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Start Your Work Here...

- **SEPTEMBER 4th**
- **JANUARY 22nd**
- **JUNE 4th**
- **JULY 9th**
- **SEPTEMBER 10th**

or
write us
about
the best
time for
noncollege
students
to come
between
above
dates.



BOWLING GREEN BUSINESS UNIVERSITY

INCORPORATED

Bowling Green, Kentucky



TYPEWRITING CLASS



ON A PROBLEM

CHANGING CLASSES



2 Divisions

One is a four-year college of business. The other below college grade, offering briefer, practical courses.

Entrance Requirements

To College Division, sixteen high school credits. To Noncollege Division, no entrance requirements.

Cost?

Ask us for "Bulletin of Courses" containing full facts about course content, time to complete each course, cost, and the type of position to expect when graduated.

Free for the asking. Get it today. It may help you to settle some of your problems or indecision.

WE CAN HELP YOU

Our Student Help Department cheerfully assists students who are in need of work to help them through this institution.

We keep a list of those who want student helpers and a list of students who want employment. We bring the two wants together.

PERSONAL *Victory* HELPS WAR VICTORY

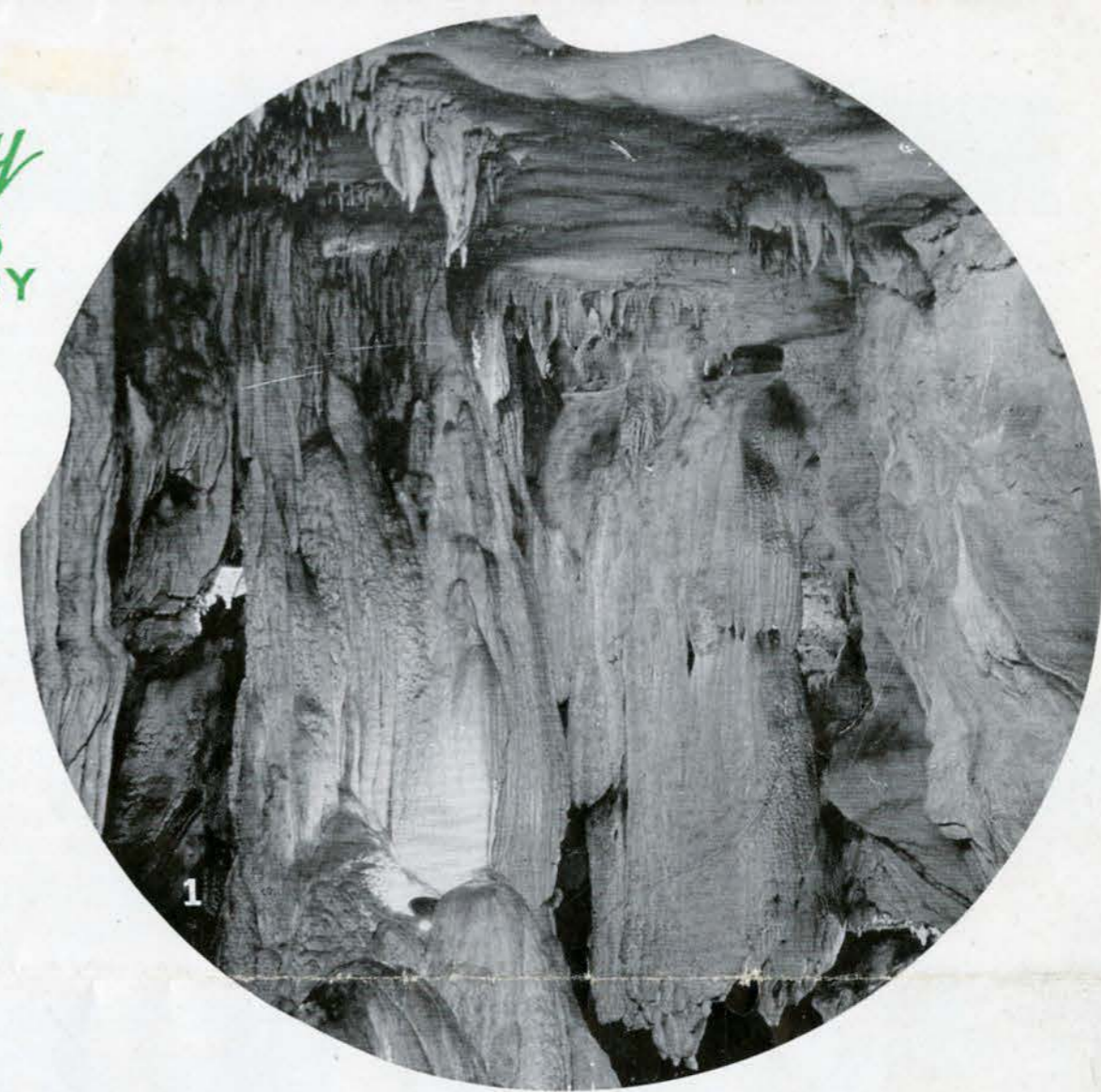
CALENDAR

Students desiring non-college courses may begin them here on dates between those listed below, but should ask us about the best time to come.



OPENINGS

September 4, 1944
January 22, 1945
June 4, 1945
July 9, 1945
September 10, 1945



Mammoth Cave NATIONAL PARK

GORGEOUSLY BEAUTIFUL . . . MYSTERIOUS . . . WONDERFUL . . . MAJESTIC . . . AWE-INSPIRING . . . NOTHING ON OR IN THE EARTH LIKE IT! . . . ONLY AN HOUR'S CAR RIDE FROM THE BOWLING GREEN BUSINESS UNIVERSITY.

Special Bulletin

BOWLING GREEN BUSINESS UNIVERSITY, INC.

BOWLING GREEN, KENTUCKY

GOOD TRAINING

The Institution ☆ ☆ ☆

The Bowling Green Business University is urging you to put your training into its hands because it has won a just right to do such urging. For seventy years this school has served and grown. For seventy years it has sent young people in constantly growing numbers into every phase of business activity. It is large. It is well known. Its graduates are everywhere. It offers work of college grade and below, both strictly in business.

To Young Men Who Cannot Enter Military Service ☆ ☆ ☆

You have offered your services to your country, but have been declined. Take a course here and work in war production plants, in soldier camps, in business, almost anywhere you choose to work. The disability that prevents you from joining the Army may not interfere with your taking a business course. It is the quickest, the cheapest, and the surest way to get technical training. The federal government and the states acting jointly have provided ways and means of helping disabled young men and women to go to school. You might be able to qualify. Write us for further information if you think you are eligible.

Clear—Brief—Important There are two divisions of this institution—

ONE OF COLLEGE LEVEL

ONE BELOW COLLEGE LEVEL

Both purely commercial. In the College Division are offered four-year courses in

COMMERCIAL TEACHER TRAINING **ACCOUNTING** **BUSINESS ADMINISTRATION**

which may be completed in three years if the student remains in the college through the summers. This has been our plan for fifteen years.

A.B. degree in Commercial Teacher Training.

B.S. degree in Accounting and Business Administration.

One-year and two-year **Secretarial Courses of college grade**. In these thirty-two college credits may be earned each nine months.

At the end of each period the student is well prepared for secretarial work, but at the end of the two-year period he or she is equipped for **executive secretarial duties**.

In the division not of college grade are offered

BOOKKEEPING
SHORTHAND

TYPEWRITING
PENMANSHIP
BUSINESS CORRESPONDENCE

SALESMANSHIP
GRAMMAR

and other subjects necessary to qualify young people for office duties.

The time required to complete a course depends upon the course, the mentality of the student, and the industry of the student.

A single course in **Bookkeeping or Shorthand** and the subjects taught in connection with each, including typing and subjects listed above, may be completed in seven months.

Combined courses of Shorthand, Bookkeeping, and Typing require from nine to twelve months, depending upon course and student pursuing it.

Ask us for **Bulletin of Courses**, and when you do this say what you wish to do or what particular course you think might suit your needs.

GOOD POSITIONS

Not Only Calls But APPEALS! . . .

Early in the spring a government department sent a representative to this institution to secure **five hundred** office people—stenographers, bookkeepers, secretaries, accountants, file clerks, etc.

Later a private firm asked us for **eighty** trained clerical workers.

In May an air corps officer appealed to us for **thirty** trained men or women for his office.

One of our former students recently called us from Washington, appealing to us in the name of friendship to send to her department **as many of our product as possible**. No limit set on the number.

In May a manufacturing company sent a man here to get **twenty** office workers. When told we could not meet his needs, he replied: "Please don't discourage me." In his case there was no examination required and housing facilities and salaries good.

Almost daily the Civil Service Department at Washington reports vacancies to our office, and about two weeks before this was written it appealed to us to help to supply its urgent needs for trained people.

Daily we receive calls for from one to **fifty** persons who can do good work.

It is difficult for us to respond to such calls as listed above because most of our students have positions waiting for them.

The appeals for office workers will continue for years after peace comes, and the need will continue on and on as it has done in growing urgency for fifty years.

A young person is shortsighted who does not prepare to do some one thing well.

A student here is following a normal procedure—training his mind and his hands, developing culture and skill.

RESULT: Pleasure and profit when peace comes, thousands of necessary articles that have been long off the market must be made and put into trade—motor vehicles, electrical appliances, many fabrics, watches, clocks—the list would be endless. The public has money and is eager to spend it for what the public wants and now cannot get. This ought to bring years of unprecedented activity and prosperity.

Business will require greater skill and knowledge in business offices than is required in these unnatural and pressing war days.

Start a course in the Bowling Green Business University—one of the oldest, largest, best known, and most unusual business schools in America—

START A COURSE: Sept. 4, Jan. 22, June 4, July 9, Sept. 10

BOWLING GREEN BUSINESS UNIVERSITY, INC.
BOWLING GREEN, KENTUCKY

TO HIGH SCHOOL GRADUATES EVERYWHERE:
Before your fathers and mothers, even before some of your grandparents were born, the Bowling Green Business University was training young people for business and has been conscientiously working at it since. The institution could not have grown all its seventy years if it had not been personally and professionally interested in the growth and general welfare of young people like you.

We congratulate you upon your graduation in the midst of trying and distracting conditions. You are now at the fork of the road. Are you going to take a place that an untrained person could fill or are you determined to continue your education? It is not for us to select the road you should take, but we believe our long experience and our interest in youth enable us to suggest—even urge you to continue the road. Our country must have trained workers. They will be greatly needed when peace comes. And you need the power and leadership that a course in this institution will give you. Do not exchange your opportunity for personal development, greater happiness and added strength for a position that may be yours today and gone tomorrow—gone along with the one time in your life to get an education.

Your work here will be done under friendly, able teachers and in an atmosphere of business and culture. Our students have an enjoyable social life here among their fellow students from nearly all the states.

It is important for you to make the proper decision. If you know any of our present or former students, talk with them about us. Respectfully,
Bowling Green Business University

Openings
1944
Sept. 4
★
1945
Jan. 22
June 4
July 9
Sept. 10

Openings
1944
Sept. 4
★
1945
Jan. 22
June 4
July 9
Sept. 10

INTERESTING AND SIGNIFICANT

Very recently the National Beta Club released a report of its survey of more than seven thousand five hundred Kentucky high school graduates of this year, showing courses they desire to pursue.

COMMERCE took **FIRST** place.

High school students, though young and inexperienced, understand the greatness of American business; they watch with interest, pride and sometimes envy their young friends going into good business positions; they know the certainty of employment paying a high salary; they are familiar with the comparatively short time and low expense for preparation. To most of these young people, the name and reputation of the Bowling Green Business University are well known because it has back of it a record of seventy years of honorable dealing and progressive work in the world of business education.

These Kentucky high school graduates will enter here September 4 in large numbers, knowing that the people trained here are widely sought and unusually successful.

The choice of Kentucky high school graduates is no doubt the choice of the same groups of all the states. Our patronage comes from ALL the states.

Explain why I should take a course there when I can get employment without it?

Why prepare for anything? One can "get a job" driving a cart. Then why take training to drive a truck, a bus, a locomotive, a steamship, an airplane? One can "get a job" to run errands. Why then take training to run an office or a business or the Army or Government? These questions answer themselves. If it is only a temporary or war job one wants, he is too easily satisfied to hope for much; but if it is service he wants to render or responsibility he desires to carry or property he wishes to collect, training is necessary.

Must I take a Business Course or attend College?

Nobody can answer this accurately. Too much depends upon your desire, your circumstances, and your obligations. It would be unwise and shortsighted to discount a college course. This institution gives college courses, and it gives intensive courses not of college grade, but both in the field of business. What a young person should take depends upon circumstances, not always upon what he **wants** to take. Our accelerated courses cut the time of the students' training, and, therefore, prepare them rapidly for service and an income. Everything should be done now that will help to win the war. Personal desires should not be considered.



CLASS ASSEMBLED



LIBRARY



Courses

Regular Courses

(Noncollege)

COMPLETE BOOKKEEPING AND TYPEWRITING—seven months.

COMPLETE SHORTHAND AND TYPEWRITING—seven months.

ADVANCED BOOKKEEPING AND TYPEWRITING—nine months or unlimited time.

BANKING—seven months.

SALESMANSHIP AND BOOKKEEPING—seven months.

SECRETARIAL—complete Shorthand and Typewriting with principles of Bookkeeping.

COMBINED SHORTHAND, BOOKKEEPING, AND TYPEWRITING ALL COMPLETE—ten months or unlimited time.

Note.—Unlimited time means that the purchaser of a course on such a basis may remain here without extra cost to the completion of his course or may withdraw from school one or more times and re-enter without loss of time or extra cost. Ask for "Bulletin of Courses," giving full facts about costs, course content, and other details.

College Courses

1. **ACCOUNTING**—three years on an accelerated basis. Leads to B.S. degree.

Note.—At the end of either year a student should have earned full quota of college credits and be able to do creditable office work in any branch of military service or private business.

2. **BUSINESS ADMINISTRATION**—three years on an accelerated basis. Leads to B.S. degree.

Note.—Same as above.

3. **COMMERCIAL TEACHER TRAINING**—three years on accelerated basis. Leads to A.B. degree in business education.

Note.—Commercial teachers exceptionally scarce.

Explanation.—"Accelerated basis" means that a four-year course may be completed in three years if a student remains in college through the summer. Practically every American college and university has gone to this plan since the war started. The



Courses and Rates

Courses, rates, time necessary to complete—all clearly and briefly set out in the Bulletin of Courses. Ask for it. Free.



GROUPS OF STUD

***** Enter September 4, 1944, January 2

COMMERCIAL TEACHER TRAINING

Commercial teachers are so scarce that many more commercial departments in high schools will soon have to close. For thirty-four years, training commercial teachers has been one of our conspicuous specialties. The course is not difficult to master, positions begging for teachers, work enjoyable, salaries good.

Not only are vacancies for commercial teachers being reported to us daily, but we are often asked for from one to six at a time with an appeal for our best help in their behalf.

SECRETARIAL COURSES

For twenty years these courses have been among our most popular offerings. Business cannot run without secretaries. Their work is as varied as it is interesting. Something new every hour, meeting callers, making engagements, arranging trips or meetings for employers, making reports. He or she becomes an assistant to the one in command and often becomes the chief



BOOKKEE



Both the military service and business need business-trained men and women in their offices.

HOW IT CAME OUT

The following letter was displayed conspicuously a year ago in our paper similar to this one. Young Mr. Roy entered the B. U. last summer and remained until April of this year. He was one of our best students and accomplished enough here to give him an advantage in entering the Navy, where he is now, and enough skill and ability to give him good earning power when peace comes:

H. E. ROY, *Merchant*
Danville, Ky.

Danville, Ky., February 10, 1943

Bowling Green Business University,
Bowling Green, Kentucky.

Gentlemen: Being an alumnus of B. G. B. U. and having a son who will graduate from high school this year, I am interested in his going to a good commercial school.

Please furnish me with your catalogue, and other information concerning the different courses, and when your summer term will start. My son will be eighteen in July, and I am eager for him to secure as much education as he can before he has to go to the Army.

Kindly advise me at once what you have to offer, and what you think best for him to do.

Thanking you, I remain yours truly,
H. E. Roy

17

Significant number for young people. At the age of seventeen this year they will "take the high road or the low road." The low road will come. The high road must be fought for. Another precious year to get technical training here before being called to military service.

4. **SECRETARIAL**—nine months. Thirty-two college hours may be earned and at the same time the mastery of ability to hold a secretarial position. Extraordinary features.

5. **EXECUTIVE SECRETARIAL** — eighteen months—sixty-four hours of college credit and superior ability. Leads early to executive work.

Note.—One could not find a more desirable war course than one of the above listed College Courses, even if taken no longer than one college year of nine months.

★ ★ ★ ★ ★ ★ ★ ★

At the end of any nine months of either of the above courses the student can do creditable work.

Each of the three degree courses listed may be completed in three years on an accelerated plan. Students who have college credits when entering this institution are given advanced standing and may complete either of the five above listed courses in shorter time than designated.

For rates, ask for "Bulletin of Courses" which contains detailed facts about course content, time to complete, types of positions that may follow completion and cost. Get it now!

BUSINESS ADMINISTRATION AND HIGHER ACCOUNTING

Organize. Systematize. Taxation. Reports. These are all well-known words in business and war production. Business nor war could be conducted without the help of the accountant and business administrator. Every department in Washington, all the state administrations, every division of the military service, every big business, and many small businesses must have accountants and business administrators. These must be trained. Such has long been our business. Proudly do we refer to our hundreds of such graduates and as proudly they think of us. Our courses are as strong as experience and highly trained experienced men can make them. These courses are taught by C. P. A. men and lead to C. P. A. degrees.

Start Your Work Here

SEPT. 4 ★ JAN. 22 ★ JUNE 4 ★ JULY 9 ★ SEPT. 10

IN BOWLING GREEN BUSINESS UNIVERSITY YOU WILL BE TRAINED TO SERVE AMERICA INTELLIGENTLY IN WAR, WORK EFFICIENTLY IN PEACE.

executive.

A nine-month course not of college grade. A nine-month course of college grade. Chance to get secretarial skill, plus thirty-two college hours.

Executive secretarial course in eighteen months. Opportunity for high skill and two years of college credit.

The majors in each course are Shorthand, Bookkeeping, and Typewriting, plus many minors.

AFTER THE WAR EMPLOYMENT

The very young, inexperienced men and women cannot visualize the high value of permanent employment. There is danger here. Many of them may take the present need for office workers as a permanent need and they sacrifice an opportunity for constant employment after the war for a temporary place now.

We have employment facilities that work as constantly as the days come and go, and they work in war or peace. Such a placement organization must give preference to the graduates of this institution when it is necessary for those former students to seek new employment after the war closes.

During normal times our placement bureau spends about \$18,000 per year seeking positions all over the country and putting our present and former students into such positions.

Look to a permanent future rather than a flush present that will soon pass.

To Women

Accountants by the thousands are being taken from business to the armed forces. Who must fill the gap? Only one answer—WOMEN. Young women and older women. They can make the preparation and do the actual accounting work as well as men. Some reasons that will appeal:

1. Accounting positions pay better than any activity in the clerical field.
2. Woman's patriotic duty to help where she can.
3. Accounting will make future more secure.
4. Accounting leads to work as cashier, use of bookkeeping machines, work in purchasing department, executive position, department manager, credit manager, accounting practice.
5. Accounting is pleasant, interesting work.
6. Knowledge of accounting brings quick advancement.
7. It is a highly recognized professional field.

Accountant Shortage Is Becoming Acute and Will Grow Worse.



A S S



A GROUP IN A S

DON'T GIVE UP AN EDUCATION FOLLOWS EDUCATION; ED

NOW-NOW-NOW

If there was ever a time a young person should attend the Bowling Green Business University, it is NOW. He need not ask one question about employment nor about the type of courses given here. He has only one problem and that is to make up his mind to start a course here.



Young Ladies



This is your day. Every type of business office is calling for you if you can do some one thing well. A course in the Bowling Green Business University will assure you of immediate and permanent employment. You do not know any of our graduates who are not engaged. Prepare now for both wartime and peacetime. It may surprise you to know how easy and inexpensive it is to complete a course in the Business University. Ask us for facts. It will be a pleasure to help you with your problems if you have any. Come in to see us or phone or write. Both short and long courses.

SOMETHING NEW

A new world—a new situation generally—is about to begin. It will not be an easy place for the poorly trained. This is the time to get ready for new conditions and new opportunities. The training given by the Bowling Green Business University is designed for the present day and the new day. We are familiar with what is taking place and we think we are prepared for the demands that will soon be upon us—preparing for Civil Service and all kinds of complicated business procedures.

STEPPED UP

Every phase of our work has been intensified to meet these intensive times. The world is on an emergency basis and we try to fit our students and ourselves into the urgency of the day.

CIVILIAN INSTITUTION

Through all the war activities and soldier and sailor training, the BOWLING GREEN BUSINESS UNIVERSITY has remained strictly a civilian school. It takes the same personal and sympathetic interest in its students that it did in the days of peace. Its moral requirements are growing instead of drooping.

Brief, Practical Courses

One division of our institution is devoted exclusively to offering courses not of college grade. Here is a rich opportunity for the many young people whose circumstances and previous educational attainments make seeking a college education impractical if not impossible.

To these young people we would say, "Enter a class in **Bookkeeping, Shorthand, Typewriting, Penmanship, Business Correspondence, Salesmanship, Grammar,** and many others of similar nature. Qualify yourselves to care efficiently for the multitudinous duties that face young people when they enter the business world."

If your time and money for education are limited, enroll in the division of Bowling Green Business University that offers valuable courses not of college grade but which will give you the highest grade of business efficiency in your chosen career.

8 Rewards!

AS A RESULT OF YOUR STAY HERE

1 An interesting and enjoyable association with a large group of young people from nearly all the states.

2 Personal and friendly contact with a large staff



ON THE BRIDGE TO THE CABIN



BEAUTIFUL RIVER



ENTS IN ROOMS

2, June 4, July 9, September 10, 1945 ★★★★★★★★



DINING HALL

Surveys show the average age of male high school grads will permit them to enter here and complete four and one-half to nine months' courses before average time of drafting following registration and necessary delays after passing eighteenth birthday.

THERE IS A TRAINING PERIOD LEFT FOR YOU

If you young men and young women graduating from high school within a few months from the time of reading this will start making preparation to do some form of specialized service you can get training sufficient to lift your rating, whether drafted into military service or into some form of war work.

IMPORTANT! Think a minute—long enough to get this fact firmly fixed into



M B L Y



SOCIAL CONTEST

**TO SECURE EMPLOYMENT. EMPLOYMENT
EDUCATION SELDOM FOLLOWS EMPLOYMENT !**

any plans you may have or hope to have regarding your future. The type of training done in this institution is usable as far as it goes, whether a few months of it or a year, or whether you take one of our brief, intensive courses or as much as one year of one of our college courses.

Take Accounting or Business Administration a year, and if for any reason you stop, you can use the year of knowledge and skill gained here in almost any line of business, military or government service.

Besides, you will have earned a year of college credit.

The principal richness in the above statement is that **almost any high school graduate** can get sufficient training here either below or on college level before either military or army work draft gets **him or her**.

The important point is that you should not lose the summer, and by such loss forever lose a chance to get the training you need during and after the war.

For many of you, it is **now or never!**

HERE ARE SOME OF THE THINGS THAT MAY CONCERN YOU GREATLY:

1. If I take business training, must I enter Civil Service?

No. Your choice, if you are well trained, will be a very wide one; and if you do enter Civil Service, you may go almost any place you desire.

2. If I complete a course with you, what salary may I expect?

If in Civil Service, \$1,440 as a beginning salary. If in private business, the salary is high, but no specific limits.

3. How long will it take to complete a course in the Business University?

This depends upon the course and the student.

4. What is the cost of a course?

That, too, depends upon the course taken. Our rates of board and tuition are very reasonable, partly because we are located in a comparatively small community and expenses are not high.

5. If I complete a course with you, what assurance have I that I'll secure a position?

You have the great American assurance that well-trained people have always been able to secure employment, but you have the double assurance that war brings. Our difficulty will be in keeping you here long enough to get the training necessary.

6. When may I start a course in the Business University?

That depends upon the course you wish. Some courses may be begun **anytime**, others **nearly anytime**, but college courses should be begun at the beginning of a term or semester. Ask us for starting dates.

7. The cost . . .

Get this from "Bulletin of Courses" which we shall gladly send you free.

of patient teachers.

3 Free and easy daily contact with administrators who have been working in the heart of commercial education for many years.

4 Clubs, fraternities, sororities, church organizations among the young people, also parties, dances.

5 A position.

6 An income.

7 An opportunity for promotion and growth.

8 Peace of mind that comes from being trained to serve your country best when its need is greatest.

HOW LONG WILL IT TAKE?

The above question is asked by nearly every prospective student. It is difficult to answer definitely. The time required to complete a certain course here depends upon the student's ability, his willingness to work, what course he is pursuing, and many other things.

The "Bulletin of Courses," which we distribute gladly and freely to all who ask for it, gives an estimate of the time required to complete various courses, cost of tuition, and course content.

BOARD

Providing students with attractive living conditions is the easiest and in some ways the most satisfactory part of our work. Excellent homes, well and favorably known to us and located near our grounds, take care of our students at very reasonable rates. We shall direct you to some of the best homes in our city. Leave it to us and you will be pleased.

BODILY HANDICAPPED?

If such is your misfortune, report it to the Division of Special Education, Department of Education, Frankfort, Kentucky, or to a similar department in your own state and say you want a course in the Bowling Green Business University. You may get your tuition, board, and books paid for by your state. Make your application now, explaining your educational advancement and describing your handicap. A great opportunity for you. Report to us and we shall help you to work out plans with your Department of Education.

56,000 Students Sent to Positions!

DOWN TO PICNIC GROUNDS



ROASTING WIENERS



SNAPPED CORNER OF CABIN

CABIN PARTY

The pictures above are snapshots taken at one of the many social features of the Business University. Only this brief mention is made in this bulletin of the two premier social events of the year here—the four-way party in September and the Christmas party with its rare beauty contest. Nothing is said herein of the many club, sorority, fraternity, and class social activities, and nothing of our beautiful commencements. The pictures above are of the sorority and fraternity members at their May party at the river cabin used frequently for such outings. Facilities furnished by Business University administrators.

When to Come

Students entering here for non-college courses may start at any one of various times, but should ask us about the best time to come for best classification.



REGULAR
OPENING DATES

1944

September 4

1945

January 22

June 4

July 9

September 10



HOME OF THE BOWLING GREEN BUSINESS UNIVERSITY

1944-45

From

**BOWLING GREEN
BUSINESS UNIVERSITY, INC.**

BOWLING GREEN, KENTUCKY

1944-45

Section 562, P. L. & R.
U. S. POSTAGE

PAID

Permit No. 1
Bowling Green, Ky.