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Bowling Green Business University

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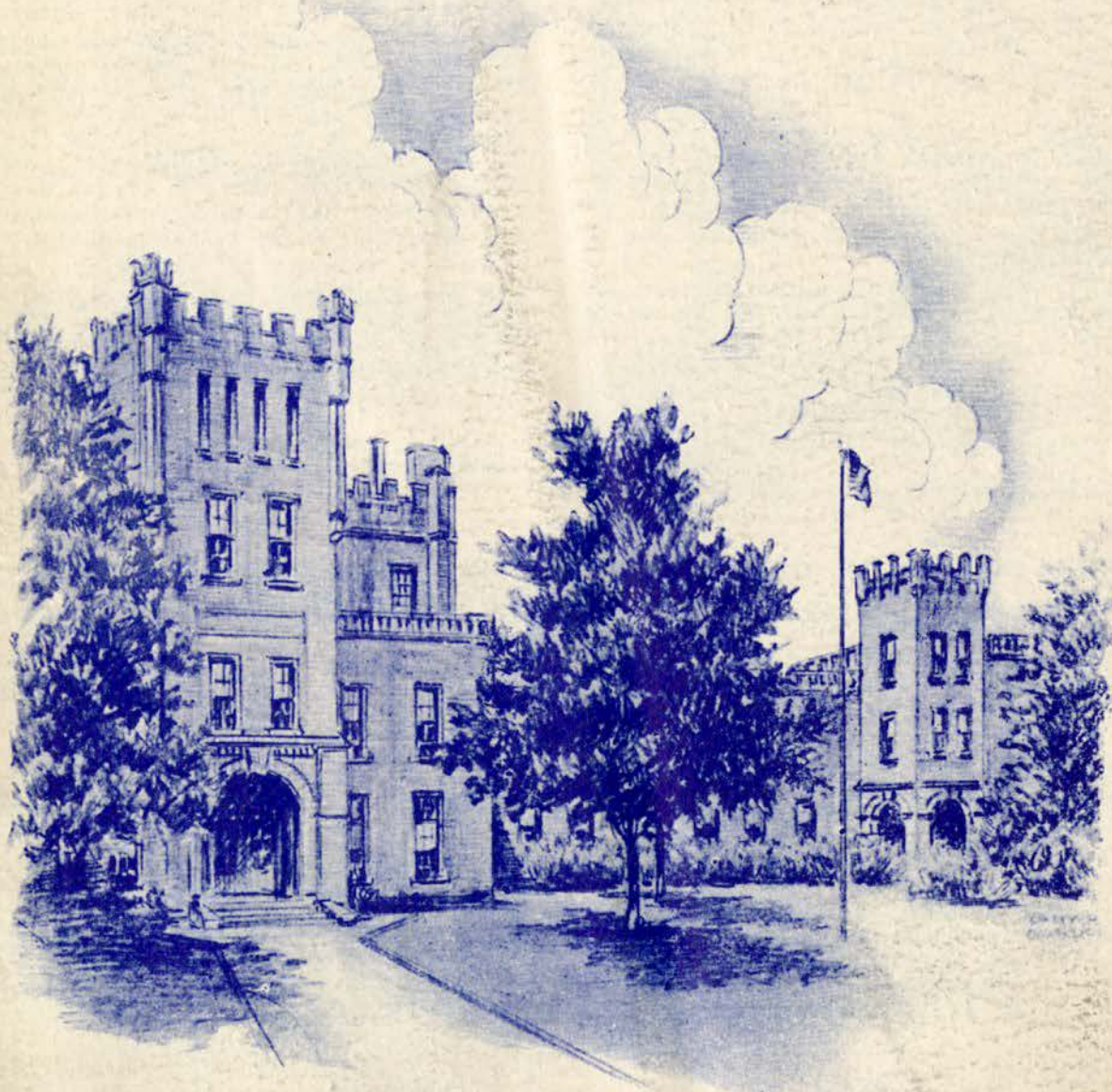
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[1943]

Courses Below
COLLEGE LEVEL
and on **COLLEGE LEVEL**

Start Your Work Here
June 7 or September 6



Special War Bulletin

from the

BOWLING GREEN BUSINESS UNIVERSITY

Incorporated

Bowling Green, Kentucky

TO THOSE
WHO WANT

GOOD TRAINING and GOOD POSITIONS

A BRIEF, TRUE STATEMENT to You and Through You to Your Parents or the One Most Interested in Your Welfare by an Institution That Has Served the Public for Sixty-Nine Years, Growing into One of America's Unusual Business Schools!

The Need ☆☆☆

Our difficulty is not in placing our students at high salaries, but in keeping them long enough to give them the training they ought to have. Agencies of the government, war industries, and private business are trying to employ our students before they are prepared to do good work.

Civil Service salaries have been raised 21.6 per cent and in some branches of the government beginners are being paid \$1,720 per year with the chance of being promoted to the \$1,950 level within a month.

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 sixty-nine years this school has served and grown. For sixty-nine 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 accredited college grade and below, both strictly in business. Staff of about forty. Well equipped. Inspirational.

Civilian School ☆☆☆

This is a civilian school as this is written. Our school is not under contract with the armed forces for the training of soldiers or sailors. Many of our civilian students will enter the armed forces, of course, but our school operates as a civilian institution, training civilians as it has always done, but giving them—men and women—the type of training present conditions demand.

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.

17 and 18

Significant numbers for young people. At the ages of seventeen and eighteen this year they will "take the high road or the low road." The low road will come. The high road must be fought for.

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**

**SALESMANSHIP
GRAMMAR**

BUSINESS CORRESPONDENCE

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. We shall gladly help you to plan your work whether you do or do not enter the Bowling Green Business University.

Young Men Are Still Plentiful

We have more boys enrolled than one year ago and not much evidence of a decrease. They know that from seventeen until they are actually drafted (which allows some of them to become nineteen or thereabout) they can **complete** some courses sufficiently to get a special rating in service or in private business. Nearly ninety of the young men here now are in the Army Enlisted Reserve and in V-1, V-5, V-7 of the Navy and in the Marine Corps.

Train with the Men and Women Here Who Get Preferred Positions!

A Wise Choice

Maybe you have already chosen or will soon choose your branch of service . . .

★ **ARMY**

★ **MARINE**

★ **NAVY**

★ **AIR CORPS**

Now choose the course here in the Bowling Green Business University that will train you to serve in that service in some special capacity. Our courses in Shorthand, Typing, Accounting, Bookkeeping, etc., are specially adapted for men in Service and will be of untold value to them in securing advancement. Too, when peace comes, whether you are Soldier, Sailor, Marine, Bombardier, Pilot or Navigator — the *Basic Business Training* you will receive in our institution will prepare you to serve your country best in peacetime pursuits.



Every day one of the hundred or more of these commissioned officers who were students here "just the other day," visit us. They are ensigns, lieutenants, captains, majors, and most of them in fiscal departments of armed forces. Like the young doctor they are doing their part in the armed forces and at the same time getting experience that will be invaluable in civil life.



Every day one of these non-commissioned boys of ours (and there are hundreds of them) visits us. They are stenographers, record keepers, secretaries, file clerks, and accountants—doing the various types of office work so essential to the army.

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 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 enter June 7 and 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!

Plan for the Present; Prepare for the Future by Entering
BOWLING GREEN BUSINESS UNIVERSITY
 June 7 or September 6

The following named organizations are using this institution for training:

ORGANIZATION	TYPE OF TRAINING
1. UNITED STATES NAVAL RESERVE CLASS V-1	Accounting and Business Administration including Physics and Physical Education
2. UNITED STATES NAVAL RESERVE CLASS V-7	Accounting and Business Administration
3. UNITED STATES MARINE CORPS RESERVES	Same as above
4. ARMY FORCE ENLISTED RESERVE	Same as above
5. ENLISTED RESERVE CORPS UNASSIGNED	Same as above
6. V-5 AIR CORPS	Same as above

Students taking work in these organizations are **Civilian Reservists**

On approved list of colleges, issued by United States Department of Education, for Army, Navy, and Marine Corps Reserve Training.

Enter here . . .

JUNE 7 or

SEPTEMBER 6

ONE MILLION FEDERAL JOBS THIS YEAR

To the High School Graduate

Most of you high school graduates can take a course in the Bowling Green Business University before Uncle Sam points to you your way.

Why do thousands of high school graduates fail and millions do well?

Because the failures made no plans and quit trying, while the successes planned and kept on trying.

START A COURSE HERE JUNE 7 OR SEPTEMBER 6

Our Boys and Girls in Military Service

Since this publication is devoted entirely to what we can do for our students at this critical time, we have omitted all news items. It would be a pride and pleasure to give at least the names of our hundreds of former students now serving under the colors and the names of nearly one hundred here the past three years who are commissioned as ensigns, lieutenants, lieutenants junior grade, captains, and majors.

Five of our graduates are special agents in the Federal Bureau of Investigation.

OUR COURSES FIT THE WAR

We Offer —

Brief War Courses

SECRETARIAL WORK alone or with as many allied subjects as the student, by hard work and good mind, may take—four and one-half months—\$87.00.

SHORTHAND AND TYPEWRITING — same as above.

BOOKKEEPING AND TYPEWRITING — same as above.



More Extended War Courses

1. SHORTHAND AND TYPING — twenty-eight weeks — \$115.00. To the above two majors add English, Penmanship, Spelling, and

- Army Office Training
- Military Correspondence
- Civil Service Training
- Mechanics of Navy Correspondence

2. BOOKKEEPING AND TYPING — twenty-eight weeks — \$115.00. To the above two majors add

English, Penmanship, Spelling, and military subjects listed under No. 1 above.

3. COMBINATION SHORTHAND, BOOKKEEPING, AND TYPING—twenty-eight weeks—\$140.00. To the above three majors add English, Penmanship, Spelling, and the military subjects listed in No. 1 above.

Note—Completion of these War Courses will lead to high rating and special service for boys drafted into any branch of military service or to immediate employment for either men or women in training camps, war industries, Civil Service or private business.



Regular Courses (Non-College)

COMPLETE BOOKKEEPING AND TYPING—seven months.

COMPLETE SHORTHAND AND TYPING — seven months.

ADVANCED BOOKKEEPING AND TYPING—nine months or unlimited time.

BANKING—seven months.

SALESMANSHIP AND BOOKKEEPING — seven months.

SECRETARIAL—complete Shorthand and Typing with principles of Bookkeeping.

COMBINED SHORTHAND, BOOKKEEPING, AND TYPING 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 College of Commerce has always operated on such a plan.

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.

SPECIAL—the government lists as "Critical Courses" those essential to war effort and must continue—Accounting, Shorthand, Bookkeeping, Typewriting.

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!

Explanation of Courses for Office Work in Military Service



For the duration most of the students taking business courses now or who will start within a year or so will do office work directly or indirectly connected with the war effort; and, therefore, must be familiar with Army and Navy terms and procedures. To give the information necessary we are offering careful and systematic instruction in:

1. THE MECHANICS OF NAVY CORRESPONDENCE embracing such subjects as:

- Naval Organization
- General Rules of Correspondence
- Official Letter Forms
- Writing the Official Navy Letter
- Navy Filing System
- Office Records and other details

2. ARMY OFFICE TRAINING

- Army Administration
- Army Correspondence
- Filing and Indexing
- Army Information and other Army Office details

3. ADVANCED SPEED IN TYPEWRITING

Increase speed and accuracy after basic skills have been mastered with variety of drills. Refresher course for former typists. Special in-service persons who need to increase typing speed. Intensive preparation for Civil Service and business. Groups training for contest.

4. MILITARY CORRESPONDENCE

Clerical and Civil Service Training including Arithmetic, Grammar, Punctuation, and Capitalization, Business Vocabulary, Spelling, Office Equipment, Communications, Correspondence, Filing, Typing, Shorthand, Aptitudes, and Capabilities.

5. CIVIL SERVICE

Arithmetic, Grammar, Punctuation, and Capitalization—Reference Material Communications—Correspondence Filing—Typing—Shorthand—Tests, Aptitudes, and Capacities.

FIFTY-FIVE THOUSAND STUDENTS SENT TO POSITIONS — THIRTY STATES REPRESENTED HERE NOW — COURSES OF COLLEGE AND BELOW COLLEGE GRADE

SUMMER SCHOOL of SKILLS

Twelve Weeks

Runs continuously from June 7 to opening of fall semester September 6.

Differs from Summer School of Methods.

For those who have never had a day's work in a commercial course and for advanced students who want more skill.

Work done on the same high, intensive level as the work done here through the winter months.

Bookkeeping, Accounting, Business Administration, Shorthand, Secretarial Work. Typing and the various subjects taught in connection with the above listed majors.

IN TIME OF WAR PREPARE YOURSELF TO SERVE YOUR COUNTRY BEST IN WAR OR PEACE

You Naturally Ask . . .

What of Business Education After the War?

Our type of education prepares young people for positions during the war and after the war.

Explain Why I Should Take a Course in Bowling Green Business University 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? If it is only a 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 short-sighted to discount a college course. Bowling Green College of Commerce gives college courses, fully accredited as such, and it gives intensive courses

Plan and Purpose

By our streamlining courses, it is possible for a beginner to gain skill enough here through the summer to do acceptable office work, and such a result is *easily within reach* of students who have completed a part of a commercial course. The entire setup in the Summer School of Skills is to meet wartime needs. Good instructors, equipment in abundance, pleasant boarding home and classroom environment.

JUNE 7 to SEPTEMBER 6

not of college grade, both in the field of business. What a young person should take depends upon circumstances and not always upon what he *wants* to take. Our accelerated courses cut the time of the students' training; and, therefore, prepare them for service and an income.

In Your War Courses Is a Student Held by the Progress of His Classfellows?

No. Progress depends upon the industry and intelligence of the student.

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.

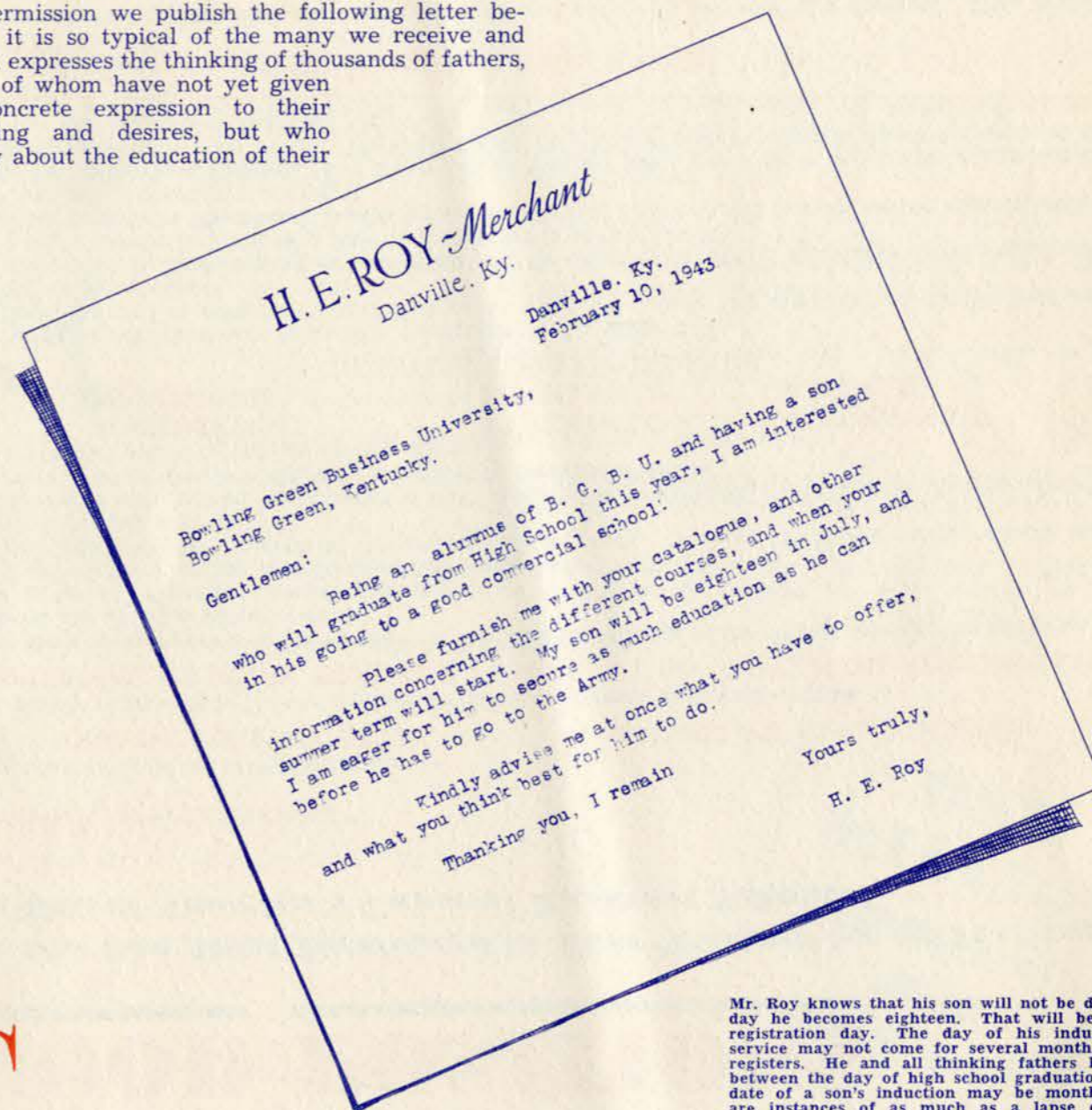
The Cost

Get this from "Bulletin of Courses" which we shall gladly send you free. It contains full information about course content, time required to complete, and cost.

SURVEYS SHOW THE AVERAGE AGE OF MALE HIGH SCHOOL GRADS WILL PERMIT THEM TO ENTER HERE AND COMPLETE 4½ TO 9 MONTHS COURSES BEFORE AVERAGE TIME OF DRAFTING FOLLOWING REGISTRATION AND NECESSARY DELAYS AFTER PASSING EIGHTEENTH BIRTHDAY.

AN ACCURATE CONCLUSION *by a Thoughtful Father*

By permission we publish the following letter because it is so typical of the many we receive and which expresses the thinking of thousands of fathers, some of whom have not yet given as concrete expression to their thinking and desires, but who worry about the education of their sons:



Mr. Roy knows that his son will not be drafted the day he becomes eighteen. That will be only his registration day. The day of his induction into service may not come for several months after he registers. He and all thinking fathers know that between the day of high school graduation and the date of a son's induction may be months. There are instances of as much as a lapse of a year between the two dates—graduation and induction.

Summer School Continues

For thirty-three years this has been a conspicuous and stimulating feature of the Bowling Green College of Commerce and will be promoted with vigor in 1943. However, for the summer of this year the methods classes will be discontinued. This will have no effect on our Summer School. Every course we offer through the year will be taught. The organization, course content and in-

struction will be of the same high order that for sixty-nine years has given this institution a wide and strong reputation. College credits may be earned. For fuller particulars, write us and request information about the particular work you desire. At the same time give us some information about your educational and professional background.

In War or Peace the DEMAND for the Skilled Office Worker Will Never Cease



“Both Must Have Skilled Office People to Back Them. Both Are Begging for Such Help.”



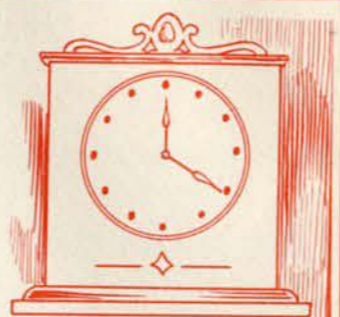
PERSONAL *Victory* HELPS WAR VICTORY

Courses Here Help Produce . . .

- 1 SOCIAL DEVELOPMENT
- 2 PLEASURE IN WORK
- 3 FINANCIAL ACCOMPLISHMENT
- 4 SECURITY



Stenographers, Secretaries, Bookkeepers, Accountants, and Typists are needed in all the world and all the time. “When Johnnie comes marching home” again, will he be prepared to enter some income-producing activity? The boys who have not gone yet have an opportunity to make preparation for business before they march away. Girls may not have to march but they have to make a living now and when peace comes. This is their glorious day of grace for preparation.



Deferments

Military deferments are not abolished. Different Selective Service Boards have different views on the subject and, therefore, make different rulings. Boys pursuing training for a “critical occupation” may be allowed to continue in training until graduation or at least until adequate qualifications for doing acceptable work are accomplished. Start a course here now while you can, and your Board may grant you privileges that several of our young men students are enjoying. But you must start a course before asking for deferment. Act now and make your appeal after you are on your way in one of our “critical” courses.

Military Service

A Young Man Asks: “Am I not too near draft age to start a course in Bowling Green Business University?”

It is a well-known fact that all boys now sixteen and seventeen years old will soon be called to the colors. It is urgent that they should start now making preparation for some special thing that they can do well when drafted—such work that is greatly needed and which will be done alongside officers of the

army where chances for promotion and growing salaries are good. Training as simple as three months of typing in Bowling Green Business University has given many young soldiers a preferred rating. If this be true, it follows that the more extensive the training in business the greater the chances for higher rating.

What type of in-army service would I likely do if I take a course in Bowling Green Business University?

Work in the finance, ordnance, supply, statistic, and all other departments, in headquarters and as clerks and secretaries to officers.

If too young for the draft or for some reason deferred?

Young men can serve in war industries or in private business and especially if it be considered essential to war. The past year we have had twenty times more calls than we could supply; the demand grows.

Government Service

Every branch of the government needs and needs now stenographers, typists, bookkeepers, accountants, filing clerks, secretaries, and every type of skilled office worker—both girls and boys. They are needed not only in Washington but in every important American city and in hundreds of smaller places.



AS LONG AS THIS BIRD FLIES OUR GRADUATES WILL HAVE POSITIONS

New Department for Military Counsel

We have been told by military authorities that our counsellor on Army, Air Corps, Marines, Coast Guard, WAAC'S and WAVES has an extraordinary grasp of both military and educational coordination and that he not only knows, but keeps as systematic, intelligent records as ever seen in any college or university.

Mr. J. R. Meany, a regular member of our staff, is our Official Armed Service Representative. He is a sympathetic, competent counsellor of the boys in reserve and all others, both men and women, who are interested in joining or must join some form of the Armed Service.

Not only have the officers in uniforms rather extravagantly praised his help to them, but the young men whom he has helped here are high in their praise of Mr. Meany's fine personal service to them. Nothing this institution is doing during these perilous days is more efficiently done than the service rendered in this department, and nothing is more appreciated.

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 take the present need of trained office workers as a permanent need and may 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.

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

17

To Seventeen-Year-Old Boys

Many of you have finished high school or will do so shortly. Between now and the time you are drafted for military service, you can get technical training that will be worth much to you, when you are drafted, and it will be invaluable in peace.

We have many seventeen-year-old girls and boys now. They do as well here as older ones.

Young men, start a course here as soon as possible. Do as much as you can between now and the draft day, and you will be thankful that we urged you to do it.

★ DON'T GIVE UP AN EDUCATION TO SECURE EMPLOYMENT. EMPLOYMENT ★
★ FOLLOWS EDUCATION — EDUCATION SELDOM FOLLOWS EMPLOYMENT. ★



Here are some of the things that may concern you greatly:

1. *What's the use to take a business course since I can get work without it?*
That is a shortsighted view. The work you get without it may be unskilled labor that leads to nothing, and when the war is over you will be the first one to lose your position.
2. *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.
3. *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.
4. *How long will it take to complete a course in the Business University?*
This depends upon the course and the student. We have intensive war courses, and regular courses that we have always conducted through peacetimes.
5. *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.

6. *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.
7. *When must I come?*
Best dates June 7 or September 6.

We must win the war—about this there is no question; nor is there any question that the man or woman well-trained for business production (whether service in the fighting zone with Army, Navy, Marine, or Air Corps or on the home front in war factory and government office) contributes a most vital part to ultimate victory.

COURSES *below* COLLEGE GRADE

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

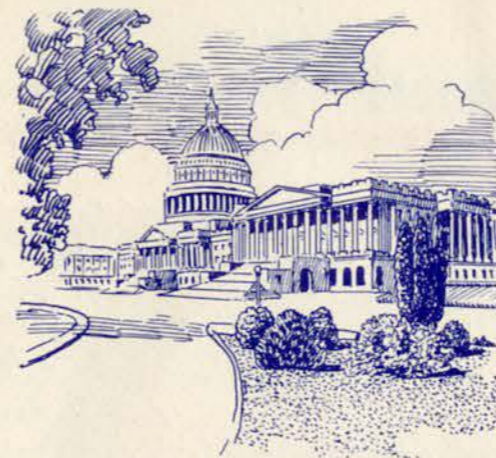
To these young people we would say, "Enter a class in

**Bookkeeping
Shorthand
Typewriting
Penmanship
Business Correspondence
Salesmanship
Grammar**

and many others of similar nature. Qualify yourself 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 a college grade but which will give you the highest grade of business efficiency in your chosen career.

This college is large enough to be interesting and inspiring and not too large to be personal and friendly.



The Nation's Capitol
Our Graduates Are Here ⬆



The White House
and Here ⬆

Exaggerated?

The following may seem an extravagant statement: If we had five thousand stenographers, secretaries, bookkeepers, accountants, and typists we could find positions for all of them. Never before have we made such a declaration. Never before would it have been so. Never before would you and the public have believed it. This is your opportunity to get the best that government and business offices have to offer and this is your opportunity to prepare for the best when peace comes.

When to Enter

June 7, 1943, September 6, 1943. You can enter the non-college division almost any time, but before coming it would be advisable to ask us what day would give you the best classification. But prepare to come anytime and don't forget June 7, 1943, or September 6, 1943, and start now making your plans for one of these dates. It is useless to lose the summer.

Placing students in temporary jobs here to help them to pay part of their expenses or placing them permanently when they are qualified are the easiest tasks we now have.

High Gear

This institution has always allowed students to graduate from the College Division in three years instead of four, provided they spend summers here. Now we are offering streamlined courses.

To meet war needs, we have developed intensive courses which may be completed in shorter time than the regular courses. In no way have the latter been shortened or weakened. From the war courses every subject not necessary for doing some kind of war or government work has been eliminated.

How Long?

The time required to complete a course depends upon the course chosen, your industry, your ability to learn and your educational foundation. We can train you quickly, thoroughly and at small cost.

If you have had some business training in high school or elsewhere, you might do work enough here in three months to give you the required skill to hold a position.

You can take one of our *War Courses* in four and one-half months.

To complete a regular course requires from seven to twelve months, depending upon the course chosen. In the College Division a degree may be earned in three years on an accelerated basis.

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 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—countless features of comradeship which tie people together and tie them to common interests.
5. A position in which to serve your country and to insure your future.
6. An income that will give you security.
7. An opportunity for promotion and growth, because your course here prepared you for advancement.
8. Peace of mind that comes from being trained to serve your country best when its need is greatest.

Start Your Work Here JUNE 7 or SEPTEMBER 6



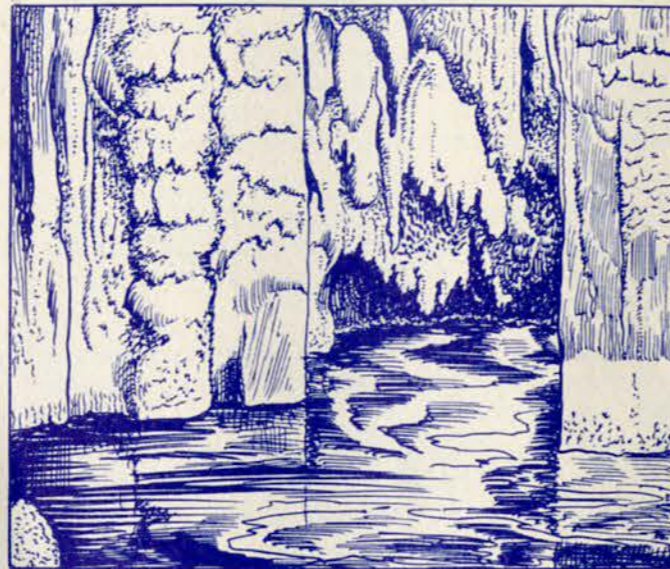
Young People

They are fighting for you—are you fighting for yourself? Thousands of trained office men and women are needed to keep these planes flying and fighting.

TODAY

Securing that education which will prepare you to be of practical use to your country is no longer a matter of personal desire: it is the duty of each one to prepare himself or herself to contribute to the nation's mammoth war effort with utmost efficiency, knowledge, and industry.

TOMORROW WILL SOON BE HERE, SO WILL AGE. PREPARE TODAY FOR BOTH.



Mammoth Cave

We are only an hour's* automobile ride from Mammoth Cave National Park, one of the beauty spots of Kentucky and of the world. Regular opportunities are offered to our students to visit this World's Wonder at surprisingly low expense.

Attractive Picture

Ask for large, beautiful picture of our entire student body. It will give you a conception of the size of the institution and the type of its students. Suitable for framing.

Enter Here June 7 or September 6



High School Graduates

Some of you may be lured away from any form of training by tempting jobs. Some of you through indifference may not attend college. Some of you want to go to college, but you haven't the money. Every kind of educational appeal has been made to you. If you heed none of these, you may ultimately be doomed, so far as education and training are concerned, and will have to take an income along with the illiterate and the untrained.

Start a course here in June. Time will pass swiftly. The expense will not be great. Before you realize it, somebody or some organization or the government will ask for your services. Within two days recently we received two calls from the government, one asking for ten well-trained secretaries, and the other asking for ten accountants. Daily we are not only asked, but begged for trained help, both men and women.

General Information



Living Conditions

Board in private homes—most of them the best in the city; and the rate is exceptionally reasonable. As each student arrives we look after placing him or her in a desirable home. Our rooming department is as carefully managed as is any feature of our institution. Don't worry about living conditions here. Simply leave this to us.

**ASK FOR OUR PAMPHLET ENTITLED:
"BOARDING ARRANGEMENTS" OF
SPECIAL INTEREST TO PARENTS**

In these war days two attitudes combine to make the stimulating yet gentle atmosphere of Bowling Green Business University . . . one an air of constant, bustling activity of student and instructor working under stress of doing a job well in limited time, the other that spirit of calm culture and true refinement that brings peace to the troubled minds and hearts of the old and young of the world who must face and solve the problems of a war torn humanity.

Your Uncle Sam is calling and he is calling long and loud. Make some mental and skillful preparations before he gets you.

**Uncle Sam Will
Need Your Help
After the War
PREPARE NOW!**



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. For the sake of American business which now means for the sake of America, it is urgent that women take Accounting—not next year or later but now. The need is now. Woman's opportunity is now.

START HERE JUNE 7 OR SEPTEMBER 6

A Brief, True Statement

Every month a boy attends the Bowling Green Business University will be of immeasurable value to him in personal development and power, future enjoyment and in giving him a higher rating in military service and more security when the war ends.

There is every reason why a normal boy should take as much technical training as possible immediately after high school graduation. There is not one reason against it. A boy seventeen or eighteen is assured of time enough to complete a course here, and a boy of eighteen is assured of an opportunity to do an amount of work here that will be of great help to him always and may have time enough to complete a course.

Address . . .

**BOWLING GREEN
BUSINESS UNIVERSITY**

INCORPORATED

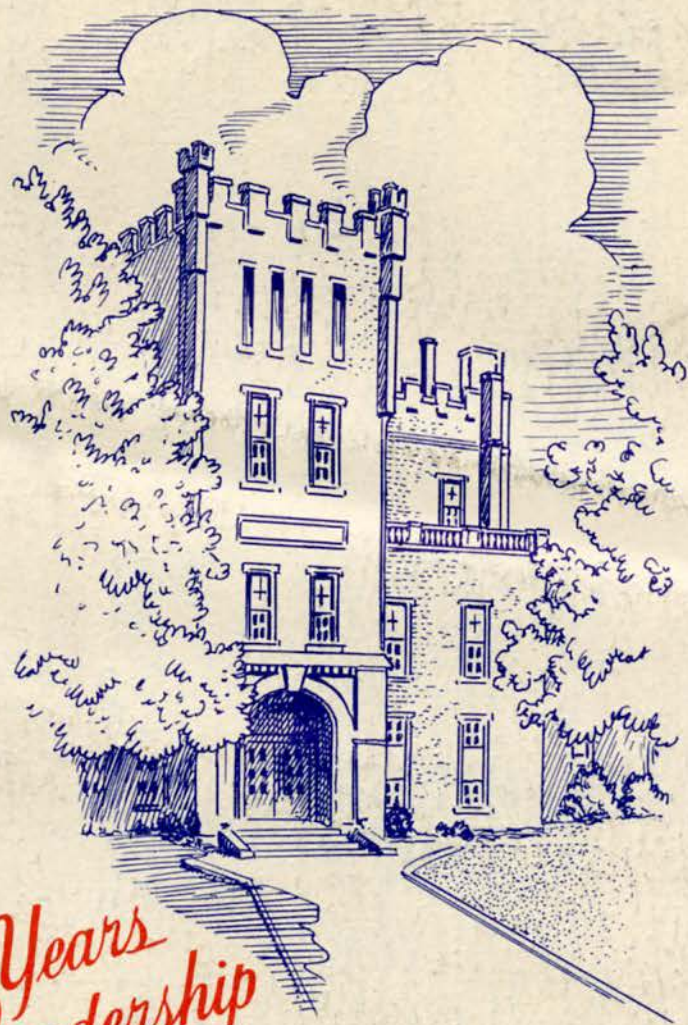
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BOWLING GREEN BUSINESS UNIVERSITY

Incorporated

Bowling Green, Kentucky



*69 Years
Leadership*

... and Still at the Front

Winter and Summer for Sixty-Nine Years
Thongs of Young People Have Gone Through
This Door to All Parts of the U. S. A.

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