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Bowling Green Business University

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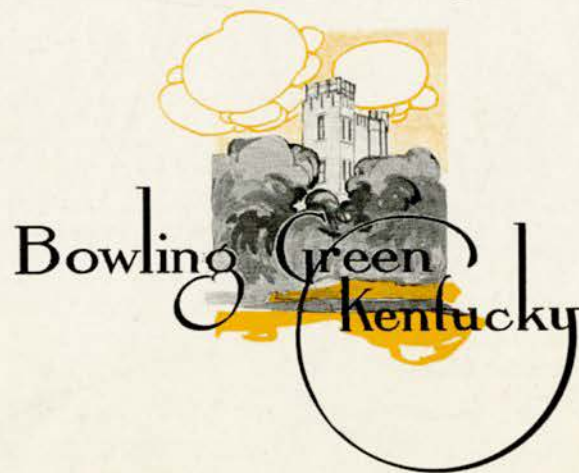
BOWLING GREEN
BUSINESS UNIVERSITY

BOWLING GREEN
KENTUCKY






Bowling Green Business University



Prospective.

"Longings sublime and aspirations high."—Byron.

HE Institution, while justly proud of its long and successful career in preparing young men and women for the exacting requirements of the business public, is by no means satisfied with its present achievements. Year by year it has strengthened its courses, enlarged its facilities, added new and modern office appliances, provided more commodious and comfortable quarters, broadened its faculty and in every way sought to keep itself informed as to the demands of the business world and to comply with them. But it is not satisfied; it eagerly looks forward to yet greater achievements and every year seeks to add some new factor to make it stronger and more efficient. Its increasing patronage, coupled with the increasing demands upon it for office-help and commercial teachers, has rendered it deeply sensible of its obligation and responsibility to the public. While almost every state east of the Mississippi River and eight west of it, as well as four foreign countries, are represented in its student-body, it looks forward to a still wider field of patronage and usefulness.

The Men and the Management.

*"Tis greatly wise to talk with our past hours,
And ask them what report they've borne to heaven."—Young.*

The men who were actively identified with the school when it was yet young and unknown among the great institutions of the land, and who were instrumental in shaping its policy and setting the pace for its progress, are now at its head and giving to it their best thought, their undivided energies and their life's best blood. The same policy that has pushed the school to the forefront in the ranks of educational institutions is maintained in the present and will be perpetuated in the future.

Former students and other friends will be gratified to learn that the school is now enjoying, not only its largest attendance, but the most encouraging outlook of all its thirty-nine years' history.

Other Literature.

"The Business Colleges furnish their graduates with a better education for practical purposes than either Princeton, Harvard or Yale."—Ex-Pres. James A. Garfield.

The school will be glad to send free its college organ, *The Southern Exponent*, rate-sheets, pamphlets, folders, penmanship specimens, private letters, in fact, all its literature to anyone desiring it.

Address all communications to

Bowling Green Business University,

BOWLING GREEN, KY.



President's Office

A Good Wish for Everybody!

"Take from my mouth the wish of happy years"—Shak.

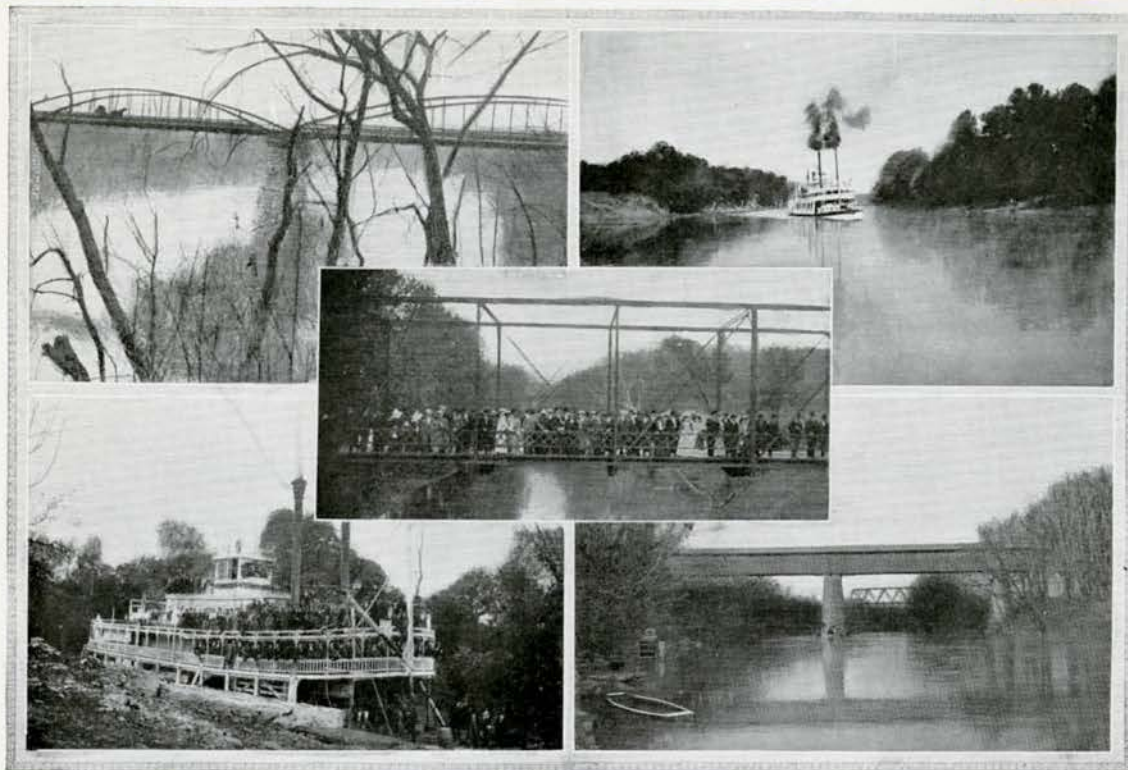
THE SCHOOL has no unkind word for any of its professional brethren, sometimes called competitors. Let others "throw mud"; we prefer to "throw boquets"; they are better, brighter, sweeter. Though this is one of America's largest commercial schools, not one student was ever secured by disparaging and under-rating other schools. There is work enough for all to do and glory enough for all to share. While we most heartily express a good wish for every other institution, we adopt as the spirit of our own school the sentiment:

"Let me live in a house by the side of the road
 Where the races of men go by,
 They are good, they are bad, they are weak, they are strong,
 Wise, foolish—so am I.
 Then why should I sit in the scorner's seat,
 Or hurl the cynic's ban?
 Let me live in my house by the side of the road
 And be a friend to man."



J. S. DICKEY,
 President of the University.





Outing Scenes



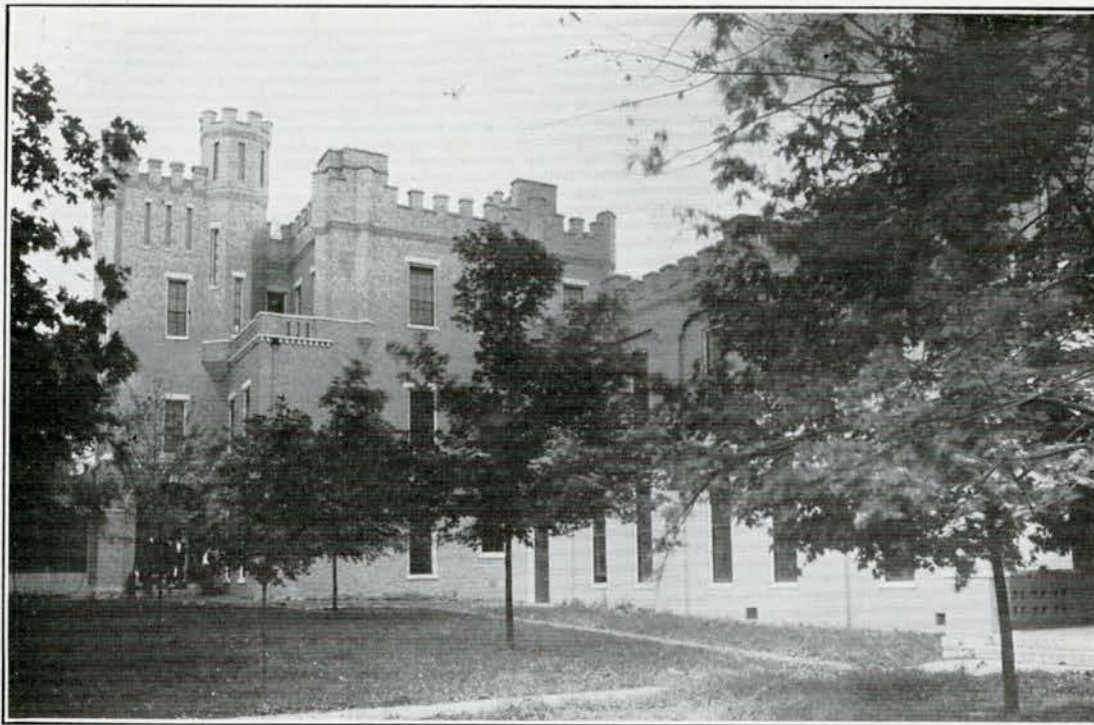
J. L. HARMAN,
Vice-President of the University and Head, Dept. of Shorthand.

Outings

*"Blue is the firmament, green is the earth;
Nature is ringing with music and mirth."—German.*

IT IS by no means probable that any school was ever honored with a more faithful, earnest, hard-working, well-behaved body of students. Work is uppermost and foremost. The school is a beehive of business. Work is the order of the day. To preserve a wise balance, the school takes frequent outings for rest, recreation and social enjoyment. The excursions to the near-by Mammoth Cave, the greatest natural wonder in the world; the autumn chestnut hunts and field contests; the camping and fishing parties; the frequent boat excursions down Barren and Green Rivers, constitute some of the delightful, restful and character-making outings annually enjoyed by the students and teachers of the Institution.





East Entrance

Bookkeeping

"No one need expect to fill any place of trust who is destitute of the knowledge of bookkeeping."—Chancellor Kent.

THE FOUNDATION of a thorough business training is bookkeeping. A well-rounded education, either business or literary, is far from being complete without a knowledge of accounts. Bookkeeping is to the business man what the compass is to the mariner. No business house of any material proportions can hope to succeed without keeping systematic and accurate records. It is conceded that most of the business failures are chargeable to the absence of a knowledge of practical accounting.

The demand for accountants is increasing daily. Every business house of any consequence must have from one to, perhaps, fifty bookkeepers. The great manufacturing industries, insurance companies, banking institutions, mining syndicates, railroad systems, steamship lines, trusts and other enormous combinations of capital must have thousands of bookkeepers. Lucrative salaries are paid and the opportunities for promotion are almost boundless. The chief accountants of some of the large railroad companies get \$25,000 a year. Many of the presidents and managers of great corporations started at the bookkeeper's desk.



W. S. ASHBY,
Business Manager of the University and Head, Dept. of Bookkeeping





*Classes in the
Department of English*



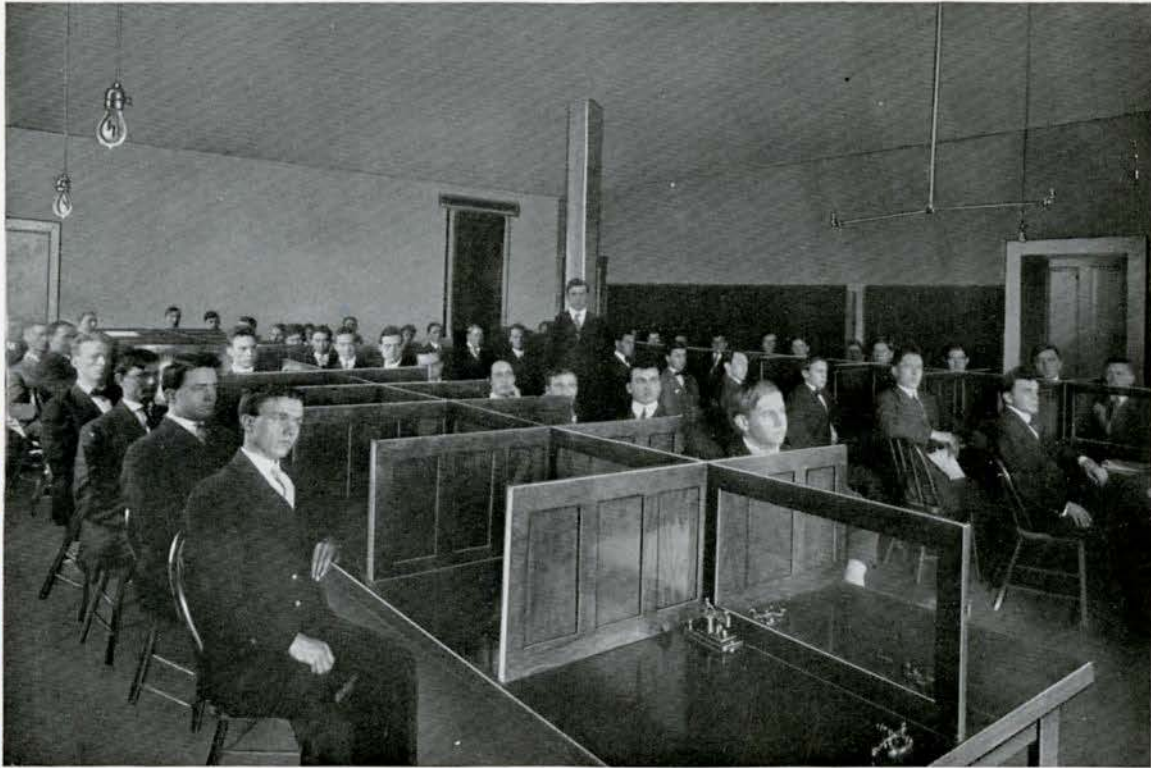
L. T. DICKEY,
Head, Dept. of English.

The English Branches

"The gate of opportunity is turning on its hinges."—Emerson.

THE SCHOOL puts special emphasis on the literary branches, because there can be no such thing as a successful book-keeper, stenographer or operator who does not possess a working knowledge of them. These branches are taught by scholarly men holding recognized degrees and enjoying years of successful experience. All our students study the English branches in connection with their business courses. Those who have not completed these branches before coming will have ample time and opportunity to carry them in conjunction with their business courses. The school will be glad to give some interesting and valuable information on this point to any one who would like to have it.





A Room in School of Telegraphy

Telegraphy and Railroad Accounting

"A student can learn Telegraphy in your school, not only better, but faster, than in any railroad office."—A Railroad Superintendent.

EVERY facility is offered for the study of Telegraphy and Railroad Accounting. The Department is supplied with numerous instruments and batteries, individual booths connected with one central station from which the superintendent sends out messages, commercial reports and general instructions.

The main line wire of the L. & N. Railroad runs into this department and over it our students receive every train-order that is sent out from the Chief Dispatcher's office in Nashville, seventy-two miles south of Bowling Green.

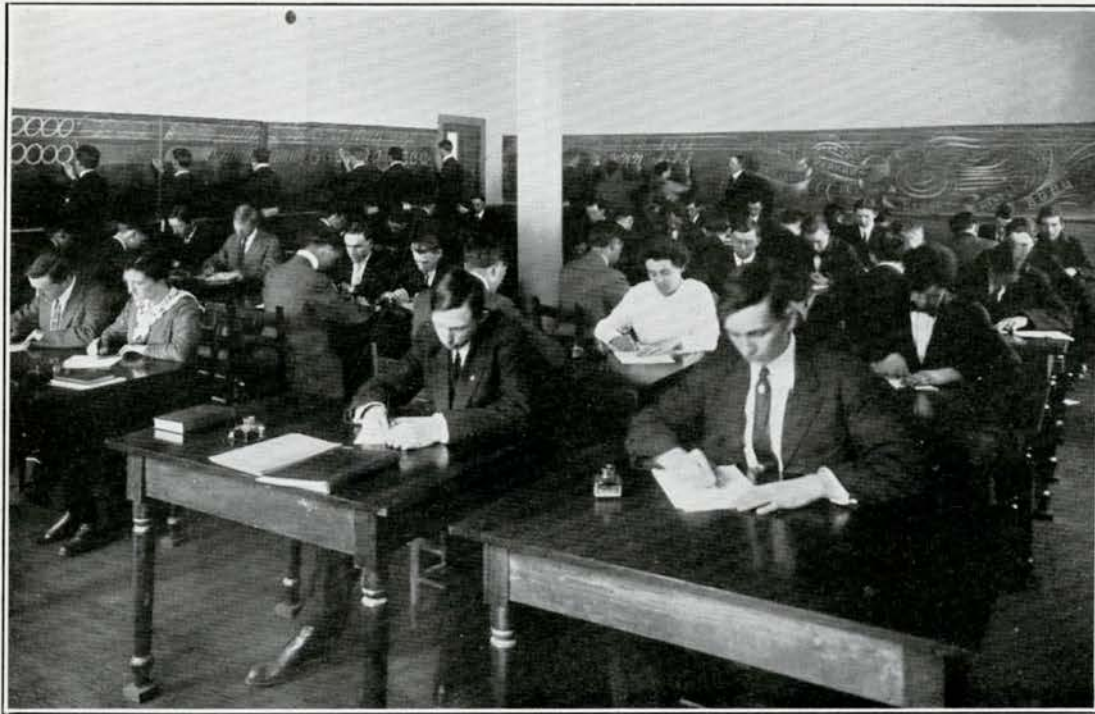
The Superintendent is a practical railroad man, having occupied every office from night operator to Chief Dispatcher.

The literary branches are taught in connection with the course and without extra cost. All our students take these branches in connection with their regular business courses.



J. L. KOLLOROHS,
Head, Dept. of Telegraphy
and Railroad Accounting.





A Room in School of Penmanship



W. C. BROWNFIELD,
Head, Dept. of Penmanship
and
Master Carl Myers Brownfield
the future Head.

Professional Penmanship

"The successful man of today is he who knows how to do one thing better than most other men can do it."—Edward Bok.



THE School of Penmanship is attracting to it professional penmen who come to this Institution to study under the instruction of one of the truly great pen-artists of this country. The splendid and inspiring work done in this department has raised our Penmanship Course to such dignity and importance, both professionally and commercially, that many are now specializing upon it as their life-work. Teachers of Penmanship in high schools and business colleges are availing themselves of its unexcelled opportunities, during summer vacations, and hundreds of prospective business men are daily enjoying the rare advantages it offers.





Scene on Receiving a Hundred New Typewriters

Typewriting

"If I were fifteen years of age again and wanted to earn \$25,000 a year in some great position by the time I was thirty years old, I would study to be a stenographer and get into a manager's office."—Frederick Ireland, Official Reporter U. S. House of Rep.



THE SCHOOL is supplied with almost one hundred and fifty of the best machines that inventive genius, skill and experience have been able to produce. Every student of the Institution studies Typewriting. It is required in every office and business of importance. In this school the touch system alone is taught and practiced.



MISS NELL CLAYPOOL,
Typewriting and Shorthand.

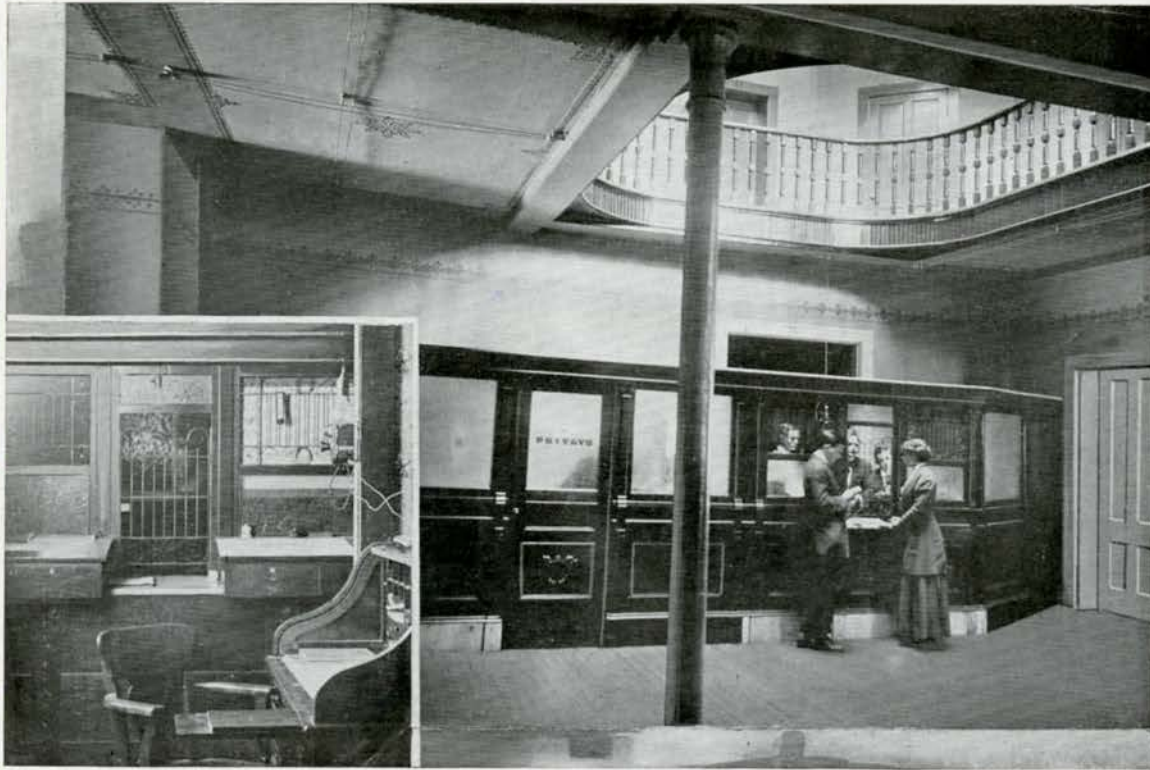
Positions

"If a man wishes to conduct profitable ice cream parlors, he will not choose Labrador."—Gov. W. N. Ferris.

The Institution is nearly forty years old. Its former students are now located in almost every State in the nation. Its name is a household word almost everywhere. Its long history and its widely known reputation bring to it every year more applications for bookkeepers, stenographers, railroad men, cashiers, tellers, secretaries, stenotypists, managers and commercial teachers than three or four such institutions could supply.

This is fortunate both for the school and for its students. No well-qualified person need be out of lucrative employment even a day. **A PLACE WILL BE READY FOR YOU WHEN YOU ARE READY FOR IT.**





Exterior View of a Bank

Interior of Bank

Banking

"If a father wishes to give his son a legacy better than houses, lands, gold or silver, let him send him to an institution where he can obtain a practical business education."—Horace Mann.



W. S. FUQUA,
Principal, Department of
Bookkeeping.



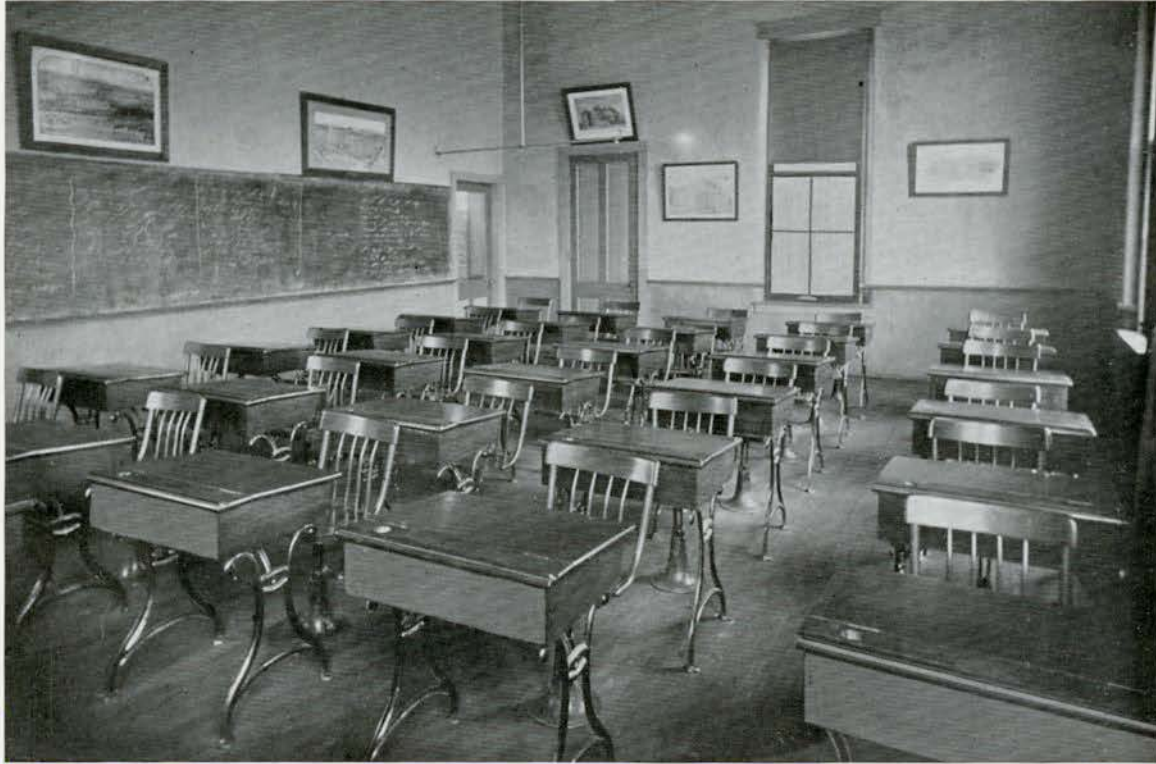
AMBITIOUS young people find, in banking, an avenue to almost unlimited usefulness and success in business.

The demand for well-qualified bookkeepers, cashiers, stenographers, etc., for banks offers ready employment, adequate compensation, opportunity for an invaluable experience in business and for all promotion that one merits.

The Institution gives special attention to training young people for the Banking business, and this has brought to it an increasing demand for its output.

A well-equipped bank, supplied with adding machines, individual ledgers, pass-books, currency and, in fact, all that is employed in well-appointed banks, is operated by the students under the supervision of expert instructors.





A Shorthand Recitation Room

Shorthand

"A shorthand writer who can transcribe his notes is safer from poverty than a Greek scholar."—Charles Read.

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. And it is not difficult to master. If it were, the thousands of successful reporters and secretaries of to-day and the countless other thousands who made shorthand a means to a higher end, would have failed in the learning, for they were no duller, no brighter, than the rest of you.

For twenty-five 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, by practically the same effort, three times as many as it has graduated.



MISS STELLA ELLIOTT,
Stenotypy and Shorthand.





The School, Photographed March 7, 1914



C. E. HARRISON,
Bookkeeping and Rapid Cal-
culation.

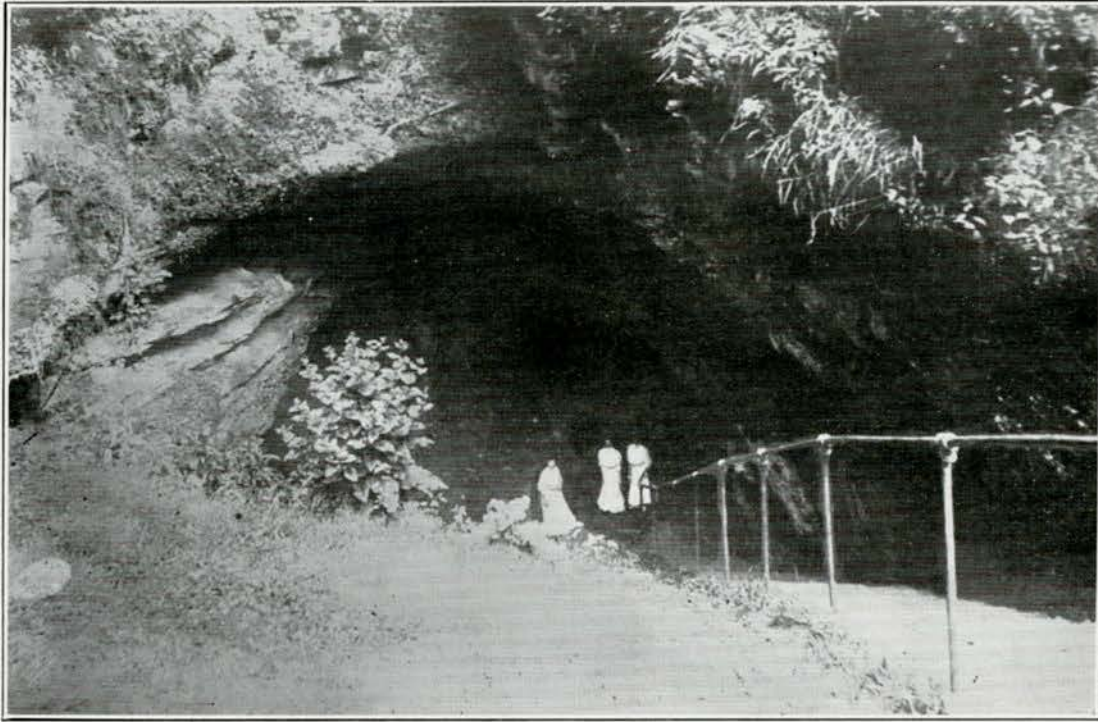
Equipment

"This is an age in which mechanical facilities count."—Gov. W. N. Ferris.



BUILDING with a total floor space of twenty-one thousand square feet, fitted with all modern conveniences and comforts; large, bright, cheery recitation rooms; sanitary drinking fountain, banks, stenotypes, Burrough's adding machines, multigraph, main-line telegraph wire of the L. & N. Railroad, almost one hundred and fifty new typewriters of the best makes, constitute a part of the physical equipment of the school. It is the purpose of the management to make the school's growth in efficiency, numbers and usefulness commensurate with the demands made upon it by the business public and to measure up to the high standard required of it by those who employ its output.





Entrance to Mammoth Cave

Mammoth Cave

*"All day, as day is reckoned on the earth,
I've wandered in these dim and awful aisles."—Geo. D. Prentice.*

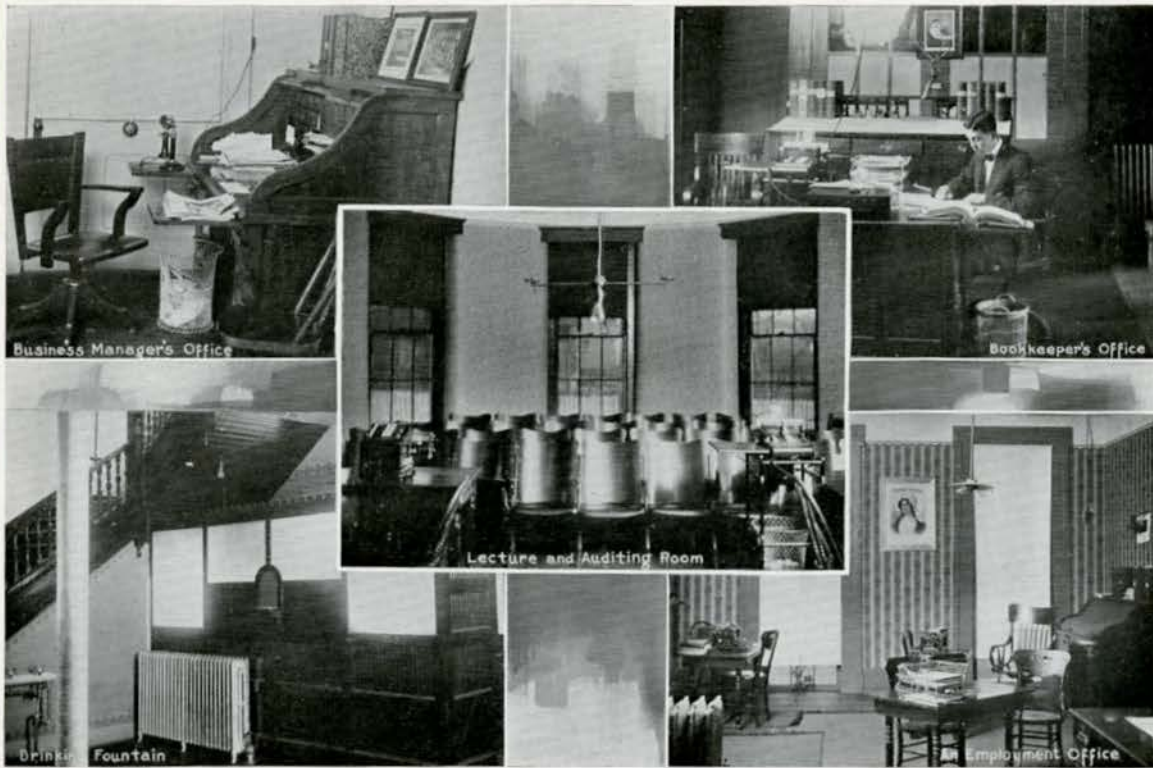
THIS famous cavern is the world's greatest natural wonder. It is sixty minutes' ride from this Institution. It has 225 miles of explored routes. Poets, kings, emperors, presidents, scholars and statesmen have journeyed from every country on the globe to visit it and marvel at its wonders, explore its tortuous labyrinths, enjoy its awe-inspiring pits and domes, cross its sombre, silent rivers, scale its rugged mountains and wander through its "dim and awful aisles."

The school goes in a body, in three excursions annually, to the Cave, going by river and returning by rail. Special rates are given the school for these occasions, thus furnishing an opportunity for the students, while so near this truly wonderful freak of Nature, to visit it at a minimum cost.



J. B. JOHNS,
English and Director of
Music.





Offices

The Commerce Course

"Business men who expect to get the most out of life must educate themselves for business."— Gov. Richard Yates.



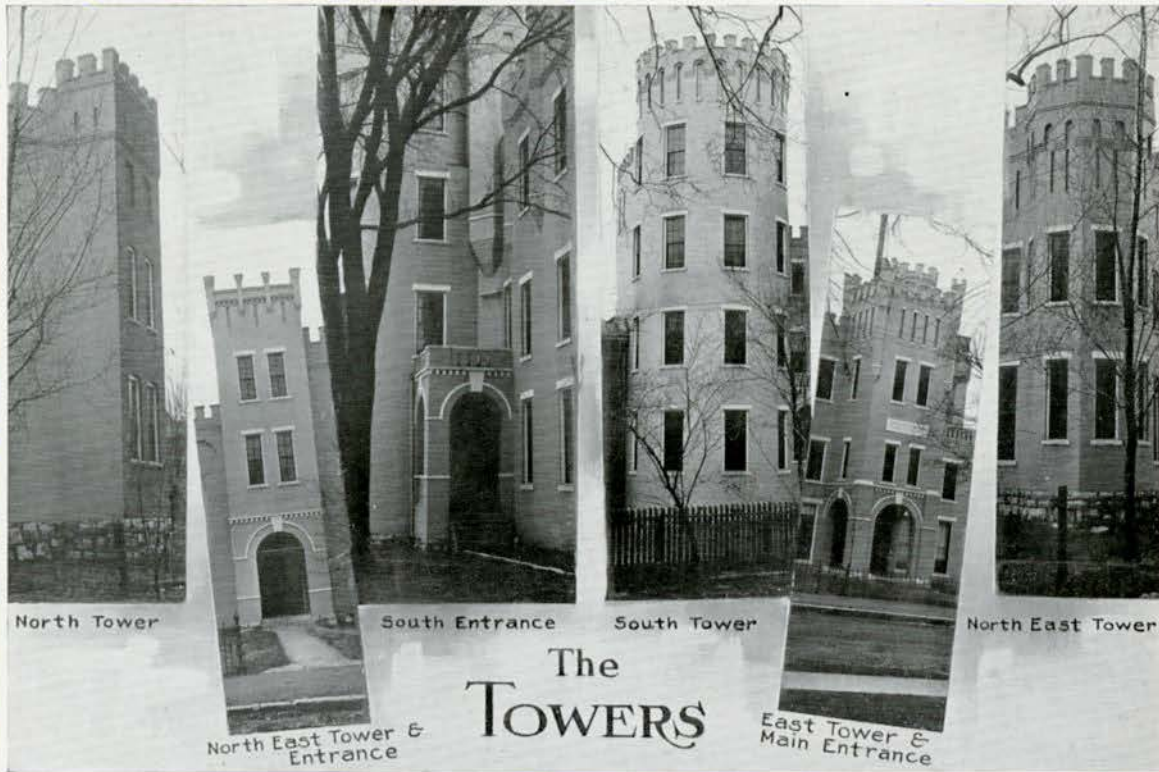
L. A. THRELKELD,
Cashier and Bookkeeper of
the University.

TO SUPPLY the demand for strong work along lines not usually offered by business colleges and to equip students for more responsible and, consequently, more remunerative, positions, this Institution, eight years ago, organized the Commerce Course. It includes fully twice as much as is usually included in business courses, embracing Higher Accounting, Economics, Organization and Management of Corporations, Commerce and Finance, Civics, Salesmanship, etc., and leads to the degree B. C. S.

It is popular with those who want to increase their earning-power without waiting for the experience of years. It is sought as a post-graduate course by teachers who want to increase their efficiency, broaden their sphere of activity and command larger salaries and more congenial positions.

Its graduates are always in sharp demand by business enterprises and by commercial schools.





Teachers' Training School

"They must be trained and bid go forth."—Shak.

FOR many years the Institution has been receiving two or three times as many calls for high-grade commercial teachers as it could supply. To satisfy this demand, a summer training school for commercial teachers was organized several years ago. It is now attended by teachers from practically every State east of the Mississippi River and eight west of it. It is fast becoming the Mecca of commercial teachers who desire to increase their earning-power and secure more congenial positions.

It is in close touch with the leading high schools and the twenty-five hundred commercial colleges of this country and furnishes many of them with their supply of commercial teachers from year to year.

Special announcements of the Summer School are sent on request.



J. M. HILL,

Secretary-Treasurer Employment Bureau.

The Combined Courses

"Graduates of good business schools, absolutely without exception, have paying positions awaiting them. They do not have to borrow, beg, steal nor stand in the bread line."—Elbert Hubbard.

It is a remarkable, and no less significant, fact that no person, old or young, male or female, has left this school without a position at any time in the last ten years, after completing any combined course in Bookkeeping and Shorthand, or Bookkeeping and Stenotypy, or Telegraphy and Railroad Accounting.



Esteemed Friend,
 Accept with our
 compliments this catalog. Read it
 carefully, and call on us for addition-
 al information.
 Respectfully,
 Bowling Green Business University.
 Brownfield-Scr

From the Pen of Prof. W. C. Brownfield



Miss Elizabeth Wigginton,
University Secretary.

Penmanship

"People seldom improve when they have no other model but themselves to copy after."—Goldsmith.

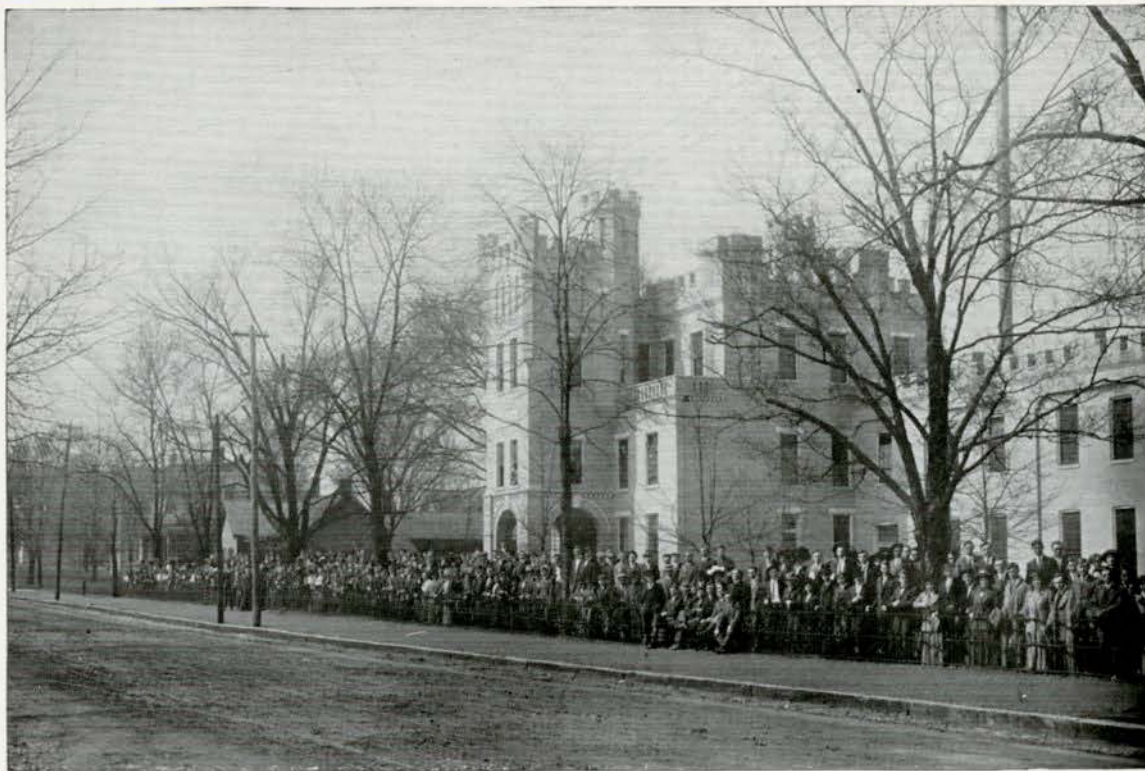


HIS SCHOOL lays special emphasis upon plain, legible business writing. It is the desire of the management that every student shall acquire a strong business hand. Good writing will do more than anything else to help or harm the student when he applies for employment. It speaks for itself. It argues eloquently. It wins.

While the penmen of the school execute with ease and skill all the varieties of penmanship, they believe in good business writing, and they turn their undivided energies to developing it in all their students.

Class penmanship is free.





A Winter Scene Showing a Part of the Building and Students

Commercial Teachers

"For many years to come business school men can, if they will, continue to make vast contributions to the wealth and culture of the the republic."—Gov. W. N. Ferris.

THE DEMAND for well-trained commercial teachers has almost reached five hundred per year, but, of course, no one institution could supply so large a number. We are making extraordinary efforts to turn out a larger number of thoroughly equipped commercial teachers so that we shall not be compelled to turn away in the future so many good places as in the last two or three years. If interested in this department of our work, write for special bulletins announcing and advertising our course for commercial teachers.



B. G. ROGERS,
Assistant Bookkeeper.





A "Watermelon Party"
in Reservoir Park



MISS GEORGIA BAKER,
Head Stenographer of Em-
ployment Bureau.

Literary Societies

"Readings involving great themes, live talks by live men, debates and vocal and instrumental music will be employed to awaken students to new visions, and great ideals. Youth must be fed on the food of the gods."



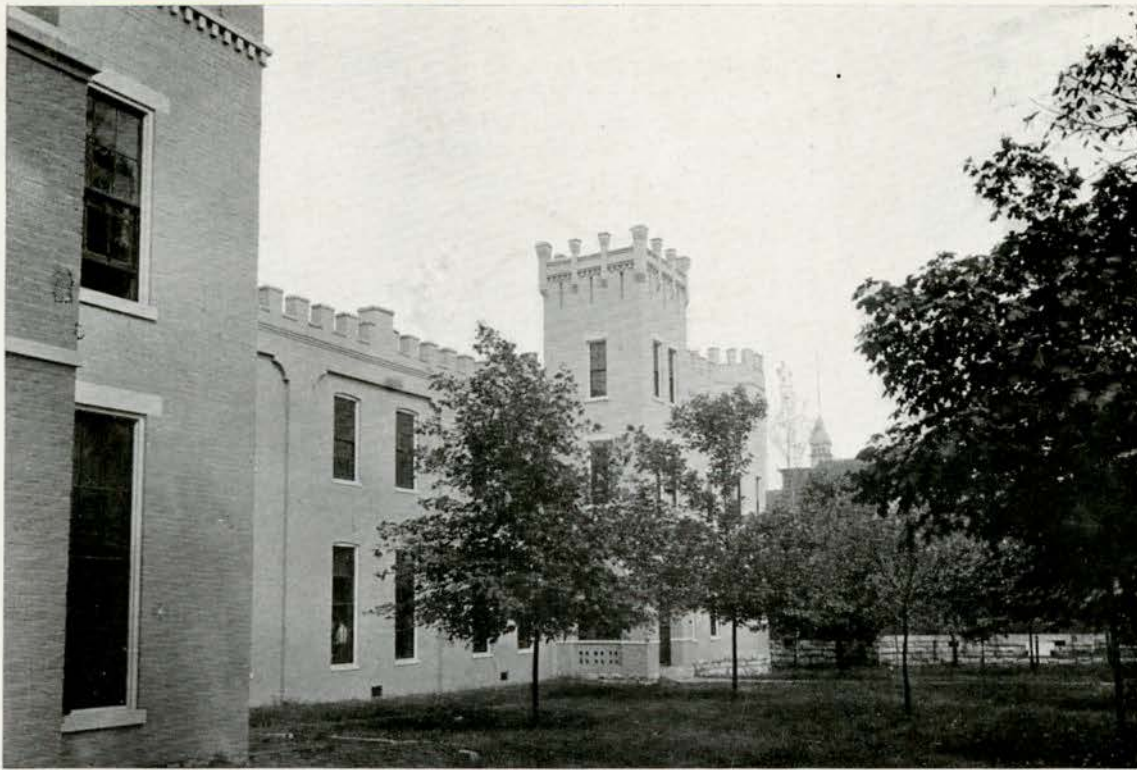
WO enthusiastic literary societies afford splendid opportunity for learning parliamentary practice, presiding over deliberative bodies, studying current political and financial issues, history, biography and business, and acquiring the ability to express one's self in public meetings in a clear, forceful and unembarrassed manner. The annual Inter-Society Debate is a distinctive feature of the Institution.

Church Facilities

*"The purest treasure mortal times afford,
Is spotless reputation."—Shak.*

The Institution is fortunate in being located in a city whose churches and Y. M. C. A. are deeply interested in the welfare of its students. A more cordial, hospitable, whole-soul spirit was never extended to any student-body. Twelve churches and Sunday-Schools open wide their doors and heartily invite the students to enjoy the hospitality and the cordiality for which our people are so well known.





The North Wing

Stenotypy

"The demand for stenographers is so great in the government departments that it seems impossible to supply it."—Edw. Murphy, Official Reporter U. S. Senate.

THIS is the newest and swiftest of all the methods of rapid writing. It is easily learned, is mastered in a short time and its notes are legible, not only to the writer, but to any person who writes Stenotypy. The stenotype, the machine on which it is written, is a marvelous invention that seems destined to blaze out a new path in the world of invention and progress.



DR. J. G. CRABBE.

Ex-State Superintendent; now President Eastern Ky. State Normal.

The Bowling Green Business University is easily first among high-class business colleges. For years I have known this school and have tested its product. Besides, its officers are clean, dependable MEN. How could a man say more?

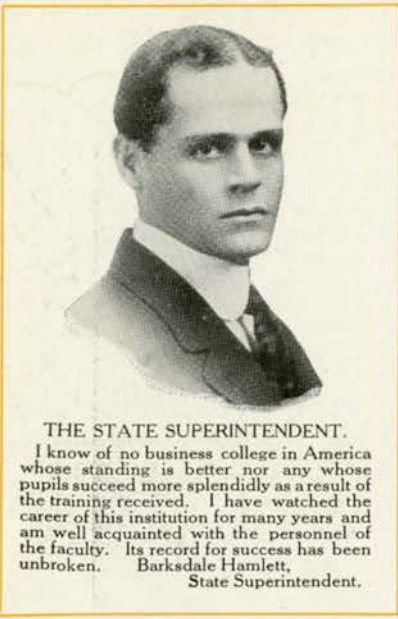
Respectfully submitted,
J. G. Crabbe, President.

The Morning Program

*"Who never felt the impatient throb,
The longing of a heart that pants
And reaches after distant good?"*—Cowper.

A thirty-minute program is daily rendered in the auditorium for the entertainment, information and inspiration, which ends are sought through the means of song, lectures, readings, worship and other helpful exercises. Here the student imbibes the spirit of the school, awakens new ambitions, catches a vision of new possibilities and fixes in his life and character those qualities that give poise, purpose and power.





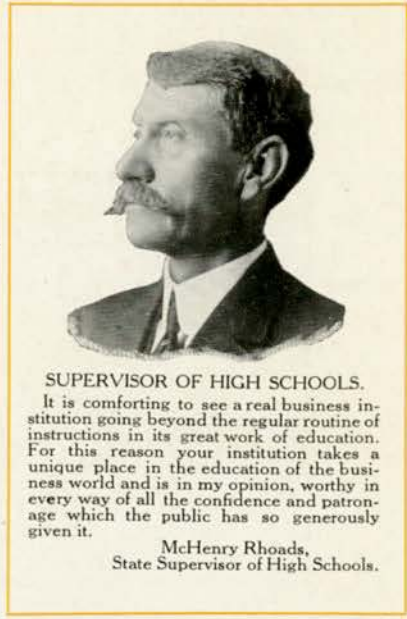
THE STATE SUPERINTENDENT.

I know of no business college in America whose standing is better nor any whose pupils succeed more splendidly as a result of the training received. I have watched the career of this institution for many years and am well acquainted with the personnel of the faculty. Its record for success has been unbroken. Barksdale Hamlett, State Superintendent.

Rates of Tuition

"An investment in knowledge always pays the best interest"--Benj. Franklin.

THE following low rates are the standing charges, and we will not "cut" prices for any one. Please do not ask for a reduction in rates, for we have placed them as low as we can, and at the same time offer our present strong teaching force and modern equipment. All tuition is payable on the day of entrance. Due-bills are issued for lost time, and tuition refunded to family in case of death of a student in school.



SUPERVISOR OF HIGH SCHOOLS.

It is comforting to see a real business institution going beyond the regular routine of instructions in its great work of education. For this reason your institution takes a unique place in the education of the business world and is in my opinion, worthy in every way of all the confidence and patronage which the public has so generously given it.

McHenry Rhoads, State Supervisor of High Schools.

Bookkeeping, Shorthand or Telegraphy, one month	\$12.00	Shorthand, unlimited	\$65.00
Any two of these courses, one month	18.00	Railroad Accounting, Telegraphy and Typewriting, unlimited	80.00
Bookkeeping, Shorthand or Telegraphy, three months	32.00	Commerce Course, unlimited, Including Typewriting	90.00
Bookkeeping or Shorthand, five months	50.00		
Telegraphy, unlimited	50.00		

COMBINED COURSES.

Bookkeeping and Shorthand, three months	\$40.00	Bookkeeping and Telegraphy, five months	\$60.00
Bookkeeping and Telegraphy, three months	40.00	Shorthand and Telegraphy, five months	60.00
Shorthand and Telegraphy, three months	40.00	Bookkeeping and Shorthand ten months	78.00
Bookkeeping and Shorthand, five months	60.00	Telegraphy with Bookkeeping, or Shorthand, ten months	78.00
Bookkeeping, Shorthand or Telegraphy, twelve months	90.00		
<i>(With all five, ten or twelve months' scholarships, we give two months free if needed to complete course.)</i>			
Commerce Course, Typewriting and Special Penmanship, unlimited	110.00		
SPECIAL: Commerce Course, Including Typewriting and Shorthand, unlimited; or, Including Telegraphy and Railroad Accounting, unlimited	115.00		
Life Endowment Course, unlimited, including Commerce Course, unlimited, Shorthand and Special Penmanship. (Telegraphy and Railroad Accounting may be substituted for the Commerce Course or for Shorthand Course)	130.00		



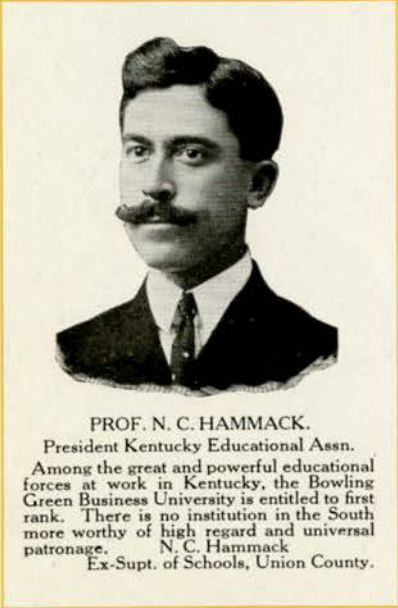
PROFESSIONAL COURSE.

Commerce Course, Court Reporting, Telegraphy, Railroad Accounting, Special Penmanship, Academic, all unlimited. . . . 165.00

ACADEMIC COURSE.

You need not defer your commercial course to take the English branches - you can save both time and money by taking them with your bookkeeping, or Shorthand, or Telegraphy.

We make this statement after many years' experience in preparing hundreds of students for the lucrative positions they are so successfully and satisfactorily holding to-day.



PROF. N. C. HAMMACK.

President Kentucky Educational Assn. Among the great and powerful educational forces at work in Kentucky, the Bowling Green Business University is entitled to first rank. There is no institution in the South more worthy of high regard and universal patronage. N. C. Hammack, Ex-Supt. of Schools, Union County.

Tuition for Academic Course alone, 10 weeks, \$9.00; 5 months, \$16.00; 10 months, \$30.00.

TYPEWRITING.

Tuition 1 month, \$3.00; 4 months, \$10.00; for an unlimited course, \$15.00.

PENMANSHIP.

Class Penmanship is free to all students.

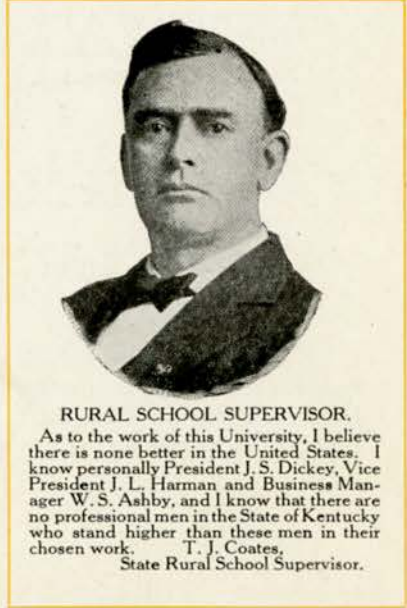
Special Penmanship, 1 week	\$1.00
Special Penmanship, 10 weeks	9.00
Special Penmanship, 20 weeks	16.00
Unlimited Business Penmanship	25.00
Unlimited Ornamental Penmanship	25.00
Unlimited Professional Course, including Ornamental, Business, Lettering, Flourishing and Engrossing	40.00

BOARD.

Including both meals and lodging, \$10.00 to \$14.00

Address all communications to

**BOWLING GREEN BUSINESS UNIVERSITY,
BOWLING GREEN, KY.**



RURAL SCHOOL SUPERVISOR.

As to the work of this University, I believe there is none better in the United States. I know personally President J. S. Dickey, Vice President J. L. Harman and Business Manager W. S. Ashby, and I know that there are no professional men in the State of Kentucky who stand higher than these men in their chosen work. T. J. Coates, State Rural School Supervisor.

