"A wise man will make more opportunities than he finds." —Bacon

American Business Journal

"There are Just Two Kinds of People—The Thinkers and the Doers. The Doers do what the Thinkers think." —The Spade.

John R. Kirk, C.P.A.

C. P. Moore, C.P.A.

D. E. Short, C.P.A.

New Faculty Member

Mrs. Jocelyn Price Hendrick

Photograph shows the nineteen B. G. B. U. graduates from Lawrenceburg, Tenn., the first of whom enrolled here just nineteen months ago. This interesting story should answer the often asked question: "How long will it be before I can earn a good salary if I come to Bowling Green?"

The Grays of Glasgow Junction

Left to Right—Myrtle, Roy, Honor and Cloe Gray, of Glasgow Junction, Ky. These brothers and sisters are now completing business courses in this institution to prepare them for useful and successful careers. When they finish the doors of the world treasure house will be open before them, and "Opportunity" will mark their way. It is not unusual for our students to earn handsome salaries while continuing their business training.
COMMUNITY BUILDERS

ASSUMING CONTROL OF THE P. & P. U. AT A TIME WHEN THE RAILROAD ADMINISTRATION HAD LEFT IT IN CHAOS, HE HAS WORN AND KEPT THE FRIENDSHIP OF EMPLOYEES AND SHIPPERS ALIVE.

Victor V. Beattie, President of the Peoria & Pekin Union Railway
Another Successful Graduate of this Institution

Group of Former Students Now in Huntington, W. Va.

Back Row (left to right)—B. C. Oliva, Ima Ezell Carter, J. T. Dorsey, Mrs. D. G. Hughes, D. G. Hughes, H. C. Rogers, Anna Greer, E. B. Jenkins.


THE UNIVERSITY ORCHESTRA—Standing, Carter Eades, Director
A Few Members of the Gold Medal Club

These are not nearly so serious as they look. They should not even look serious, for they are trying to appear as if they were in a typing class. They are many more, but some of them had gone to positions when the picture was made, and others could not be found at the particular time of the sitting.

Top Row (Left to Right): Mr. Dickson, Bowling Green; Miss Williams, Tennessee; Mr. Norris, Louisiana; Miss Reynolds, Bowling Green; Miss Brownstein, Pennsylvania.

Second Row: Miss Bigly; Mr. Gibb, Kentucky; Miss Chapman, Miss New, Kentucky; Miss Canary, Mississippi.

Bottom Row: Miss Rogdale, Louisiana; Mrs. Counts, Alabama; Miss Harrington, Director, Miss Weidy, Bowling Green; Miss Rowland, Kentucky.

In Delaware

When this snapshot was made all four of these former students of ours were teaching in Geyser College, Wilmington, Delaware. They are from left to right: Miss Louise Schenkel, Mrs. G. C. Greene, Mrs. Eva Banks, Mr. G. C. Greene.

John K. Jameson

B. G. B. U. Basketball Team 1924

Josephine Fanville

BOWLING GREEN BUSINESS UNIVERSITY

This photograph was taken on the evening of March First, Nineteen Twenty-Four, in the essentially clean building of this institution.

Debating

So far as I know, out-in only one of a few private schools in the United States that gives any considerable attention to debating and parliamentary procedure. The inter-society debates between the Big Four and the G.O.I. came more exciting in Bowling Green than any school event of the year.

"The Care"

Mammoth Cave, one of the Seven Wonders of the World, is near Bowling Green than to any business school on earth and is an added attraction to students. We have taken probably five thousand students by boat, in eleven trips to that wonderland. The public is almost as familiar with our boat trips, chestnut hunts and watermelon feasts as it is with our campus.

In concluding his talk to the Rotary Club, referred to before, Mr. Harman said:

"I have tried to determine whether we are serving Bowling Green as we are supposed to, and we never in body or in groups or seldom individually disturb our sheep, our churches, or our police court or offend our high ideals of proper conduct. There is no antagonism between you and them, no segregating them by you or us as class; no wishing them off our crowded streets nor out of our sometimes crowded churches."

"Our understanding of their needs and purposes and interests make them feel that Bowling Green was created for their comfort and entertainment. In repairing, remodeling and building, our utilities and institutions, we have always tried to make provision for their consideration and needs."

"The Greenawes," a feature of the attention of the 1924 class of students, by the fact that they are particularly tender to those who are sick and in need. The number of young people away from Bowling Green proclaiming its virtues, and these have been consistent and the demand.

"How different is the life of many college towns and cities! You gentlemen can do no harm for your city, than to cultivate and exalt its school atmosphere."
One of our home boys, Julian W. Potter, who was a student at this institution, is now President of the Coal and Iron Bank, New York City, with assets about twenty million dollars, four times larger than any of the seven banks in his home county. He's the youngest bank president in the metropolitan district.

Julian W. Potter was a student at this institution in the past.

But it takes ability to keep going.

Lucky may give you a start.
The 1924 annual chestnut hunt was gloriously successful. Beautiful day, plenty of nuts, high spirit and a program of new and thrilling features. Never did four or five hundred young people have a better day.

The crowning feature was the selection of the prettiest girl from among fifteen to twenty nominated by admirers. Miss Mary Lovan won and the picture above confirms the good judgment of the voters.
Association Workers

Sixteen former students of the Bowling Green Business University are working in the offices of the Dark Tobacco Growers' Cooperative Association at Hopkinsville, Ky., which is about one hundred miles from Bowling Green. Those in the group below are:

Those not in the picture are: Sarah Stone, Miss Amos, R. O. Jenkins, Milas J. Cooper, H. L. Thompson, M. E. Sharp and Marie Mason.

McKinney Accounting Class Last Year.

Third Row—L. P. Pitts, Robert Eagle, Dixon Buswell, Roger Fields, Jack Carter, P. L. Young, Leon Stevens not in picture.
Bookkeeping

BOOKKEEPING is the foundation of a thorough business training. 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 cultural value, the mental and moral discipline derived from the study and practice of Bookkeeping, is unsurpassed by any other study or occupation.

The demand for accountants is increasing daily. Every business house of any consequence must have one to perhaps fifty bookkeepers. The great manufacturing industries, insurance companies, banking institutions, mining syndicates, railroad systems, steamship lines, trust and other enormous combinations of capital, must have several million 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 per year. Many of the presidents and managers of great corporations started at the bookkeeper's desk.

Excellent equipment, modern methods, the best of text books obtainable and an experienced and conscientious faculty enable us to qualify our pupils for exacting positions.
Life in the Bowling Green Business University

Students come from nearly everywhere in the United States and the most of them are those who have come from the employment of American young life. They are ambitious to become independent and they combine hope, dreams and plans with industry and good conduct to the end that there is a community of interest here that is wholesome and inspiring.

Each department of the institution is devoted to a very definite phase of business and in this there is a hum of student activity. Big halls are filled with aspiring bookkeepers. In other rooms, hands and brains are rushing to take rapid dictation, and typewriters—about two hundred and fifty of them—are clicking off transcriptions. Other groups are absorbed in accounting problems, salesmanship, banking and finance, business administration and commercial teacher training. Each student finds a distinct interest in his particular department whether it be of college or non-college rank.

The responsibilities are merged into a college spirit that is at times thrilling and impelling through the helpful chapel programs, debates, and student activities in the great outdoors.

Young people get here not only the knowledge and skill so necessary to hold a position and do creditable work from the beginning of their business careers, but they get more—the ability to co-operate; the value of enthusiasm; the richness of honor; the bigness of business; the dignity of work and the fineness of life.

Ours is a college atmosphere producing a joyous life here and giving the student a balance and bearing so necessary out there.

To see hundreds of young men and young women so differently reared, so differently taught and so differently circumscribed, working cheerfully with hands and heads to one common end is an inspiring thing even to those of us who are accustomed to such a scene day in and day out, year in and year out.

Salesmanship and Bookkeeping Combined

“THIS special combination makes one of the most attractive courses offered by our institution.

It qualifies for salesmanship and office work as well. No profession offers better opportunities for advancement along the line of executive work than Salesmanship. This is especially true where the salesman also has a knowledge of bookkeeping. Many salesmen and bookkeepers later become chief clerks, sales managers and general managers. Ask for full particulars.

Penmanship

Penmanship is the vehicle that carries all your other qualifications to market and sells them for you.” We specialize on plain, practical business writing that “will carry your other qualifications to the market.”

The splendid work done in this department has raised our Penmanship Course to such dignity and importance that it is deservedly one of the most popular in the institution. 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.

Take a course in Special Penmanship (private lessons) on the day you enter and keep it up as long as you are in school. It will do more to get you a position than anything in the business course.

Original pen-written specimens will be sent to any prospective student who desires them.

A course in Penmanship may also be taken by mail. Use some of your spare time at home in becoming a good penman.

LIFE ENDOWMENT, COMMERCIAL COURSE

Unlimited

Employment Objectives—Bookkeeping and Secretarial Service

For students who do not desire college credit, this is the best course we offer. We give this scholarship our unqualified endowment.

Time usually required, nine to twelve months.

For the past twenty-three years, all graduates of combined stenographic and bookkeeping courses have gone immediately to positions. This combined scholarship affords the opportunity to take all of the subjects included in both the Commerce and Secretarial courses. Graduates of the course are in great demand and secure fine positions immediately on graduation.

In addition to the fact that the combined stenographer and bookkeeper can always get employment, there is no better stepping-stone to an executive position. The intimate contact of the secretary and bookkeeper with the management of the business, places the individual in direct line of promotion. Many of the great “capitains of industry” started at the secretary’s desk or in the accounting room.

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

Outline of Subjects on the Following Pages
The Towers

S. M. Maylock
Pres. American National Bank

The managers of the Bowling Green Business University are among our foremost citizens, and their institutions are the best managed business schools in all this country. One city is proud of it. Their students are known here as exceptionally well informed and well-cultured by the universals and the best hands of our citizens. We have had many of them in our employ for the last fifteen or twenty years.

S. M. Maylock

B. P. Runyan
Pres. Liberty National Bank

All my life I have lived in Bowling Green and I am as familiar with the Bowling Green Business University as is it as possible for a man to be. It is justly considered one of the best managed schools of the country—large, active, aggressive, managed by men of integrity and vigor, who take high rank not only as educators but as citizens. It is locally and internationally recognized by all from our corner standing in every particular.

B. P. Runyan

Robert Rodgers
Pres. Citizens National Bank

This bank has been employing our students for years.

ROBERT RODGERS

The Business University is considered one of the best managed enterprises in this city, and it enjoys the spilled confidence of our citizens, who rank it as passing as ability, business acumen and moral worth. It is a pleasure to recommend such an institution.
AN IMPORTANT CHANGE IN THE BUSINESS UNIVERSITY.

[From the Times-Journal]

A reorganization without any change in policies, plans or details has been made since the death of Mr. Joseph S. Dickey, who for many years was President of the Bowling Green Business University. Mr. J. Murray Hill, who purchased from Mrs. J. S. Dickey her interests, is Vice President. Mr. J. L. Harman has become President, and Mr. W. S. Ashby retains his position as Business Manager, which place he has held for fifteen years.

Mr. Hill, the new Vice President, is by no means unknown to those who are familiar with the Business University. For ten years, he has been a very vital part of it and the older members of the organization, who have for years been ambitious to perpetuate their work and its plans, are very gratified to have associated with them a young, vigorous, forward-looking man like Mr. Hill. He is not only a great force in the school itself, but he is an influential citizen and holds a number of important positions in our city.
HABEOL H. SMITH
New York City, Demonstrator and Lecturer for Gregg Publishing Co. Once teacher of Shorthand and Typewriting in State College of Washington, with University of California, and two years ago gave courses in Shorthand and Typewriting in College of the City of New York. Specializes in teaching in public and private schools and speed demonstrator in every State, and in Europe. Will be on the staff of the Summer School for 1924.

EARL ROWE
With H. M. Rowe Co., Publishers of Baltimore, will teach Rowe Shorthand in 1924 Summer School as he did last summer.

J. F. SHERWOOD, C. P. A.
Cincinnati, Certified Public Accountant, Auditor, Author and Lecturer. Now with the Southwestern Publishing Company. Widespread experience as a traveler, speaker and writer on commercial subjects. Will be with the Summer School, 1924.

E. F. GREEN
Graduate University of Chicago, fifteen years with the State Normal School of Bowling Green, ex-member of the State Tax Commission, former high school supervisor of Kentucky, now with Lyons and Carnahan, of Chicago, a lecturer on general and professional subjects. Will be a vital force in the Summer School of 1924.

CHARLES G. REIGNER, A. B., LL.B.
Teacher, author, lecturer, shorthand expert. Mr. Reigner is on the editorial staff of The H. M. Rowe Company, publishers of Rowe Shorthand and is responsible for the preparation of texts and the development of teaching methods for Rowe Shorthand. He is also author of "Dictation Course in Business Literature," "Advanced Dictation and Secretarial Training," and these are standard texts for shorthand and secretarial courses.

HARRY C. SPILLMAN
New York City, Lecturer, Scholar, author of "Personality," one of the most popular of new books, and School Manager of the Remington Typewriter Company for the United States and Canada, will do both technical and popular work in the Summer School, 1924.
A New Book that is the subject of much comment

Every page in this book bears a message of inspiration. It has shown many the way to overcome burdensome difficulties — its message has dispelled clouds of doubt and opened the way to pleasant positions in a new, uncrowded field where salaries are high and opportunity limited only by ability.

A Free Copy has been reserved for every Kentucky Teacher — WRITE FOR YOURS

—there is no obligation involved, and we desire to place a copy of this book in the hands of every teacher in the state. Write for it before you misplace this offer.

NOTE: Many accepted this offer last month. Write Dept. E. before the edition is exhausted.

BOWLING GREEN BUSINESS UNIVERSITY
Established 1874
BOWLING GREEN, KENTUCKY
Accredited by University of Kentucky

Left to Right: S. E. Paris, C. W. Wade, P. H. Sellers.
Group Attending the Atlanta Meeting
Fannie B. Harrington
Winner Second Prize

Grover W. Franklin
Ashland, Winning Third Prize

Virginia B. Newton
Earlington, Winning First Prize

Marian E. Hutcheson
Henderson, Winning Second Prize

J. S. Dickey

H. H. Cherry

A. W. Mell
Miss Anders of Corbin, Ky., whose picture appears above, recently won first honors in a contest in our advanced shorthand dictation class as the most nearly accurate and rapid stenographer in the institution.
United States Bureau of Education, C.S. G. C. 

Business University Summer School 

T. Conference in C. C. Operation with 

A Non-Unique Recognition for a Private Commercial School 

Program Replete with Attractions. 

A More Distinctly 

Bulwer Body of 

Education Expert. Never Assembled In 

This Section. 

May 8th, 1915, in 

Ithaca, N. Y. 

Thouis H. Stallman, President 

New York City.
Bookkeeping

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 knowledge of practical accounting.

The cultural value, the mental and moral discipline derived from the study and practice of Bookkeeping, is unsurpassed by any other study or occupation.

The demand for accountants is increasing daily. Every business house of any consequence must have one or perhaps fifty bookkeepers. The great manufacturing industries, insurance companies, banking institutions, mining syndicates, railroad systems, steamship lines, trust and other enormous combinations of capital, must have thousands, yes, tens of 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 per year. Many of the presidents and managers of great corporations started at the bookkeeper's desk.

New equipment, modern methods, the best of text books obtainable and an experienced and conscientious faculty enable us to qualify our pupils for an exciting position.

The wheels of industry are humming.
Get Ready!

School Management

The teacher-students of previous sessions have greatly enjoyed the class in Psychology, Pedagogy, and School Management. To a small measure, it supplies the place of experience and gives to the teacher the skill and tact so necessary to the proper management of schools. This is not only one of the most helpful, but likewise, one of the most interesting classes of the Summer School. It is not a dry, dull study of mere theory, but a live, practical, and really enjoyable discussion of the application of the principles of Psychology to the solution of the problems daily arising in teaching and management.

School Representation

The subjects of Advertising and Representing Business Schools elicit great interest on the part of the teachers attending the Summer School. The lectures given on these subjects come from men of experience and succeed along these lines. Nearly every prosperous school is looking for trained representatives.

The Insert

The insert in this booklet is a reproduction of a photograph of the school in the regular session. On the reverse side may be found the course to be given in the next Training School.

The Personnel

A glance at these pages will convince the reader that the students of the Summer School will enjoy a feast of good things; in fact, the teachers and lecturers have been chosen from the most successful in this country.

The Building

The building is so large and well ventilated that it is always cool and inviting to summer students. It is supplied with the usual conveniences and comforts.

We know what we are, but know not what we may be.

—Shak.
**Typewriting**

To conduct successfully the typewriting department is one of the perplexing and difficult problems in commercial teaching. To give our Summer School students something that will be really helpful to them in this line of work, many lectures and demonstrations will be made by those who have already overcome the difficulties in teaching this subject.

Over 100 new typewriters of the best and latest models will be at the disposal of the Summer School students, and an expert teacher constantly in charge, to give instruction in the best methods of teaching, grading, conducting lessons, adjusting machines, answering and sustaining interest.

**School of Railroading**

Those who desire to observe the management, methods and means of conducting telegraphy departments in their own towns may avail themselves of this opportunity of our School of Railroading, Telegraphy and Railroad Accounting. It is one of the largest schools of the kind in this country. Twenty-six railroads have been employing its output for the last fifteen years.

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**For they that reap must sow and bind.**

—Shak.
COLLEGE of COMMERCE
(Established 1922)
of the
BOWLING GREEN
BUSINESS UNIVERSITY
(Founded 1874)
BOWLING GREEN, KENTUCKY.
En Route Mammoth Cave

Kentucky Club Day

On Upper Green River

The Story Hour

View From Bowling Green Wharf
Have you so thoroughly mastered your subject that you would no longer profit by attending a summer training school for commercial teachers?

By demand, the demand for commercial teachers never was more urgent and continuous. Commence your training at once by attending this school which has already demonstrated its efficiency in preparing men and women for desirable positions. Unique opportunities are open to those who have received technical training in their chosen field.

A New Year Wish

That you may join our happy band.

Tuesday, January 1, 1918

A great throng of earnest, industrious, buoyant spirits will enlist with us at this time, and secure more in February at the close of the Public Schools!

Perfect classification at any time! Home quickly! Positions plentiful! Salaries large!
Due Simon P. Rowan on demand.
Nineteen hundred dollars, value received.

James Finn

February 14, 1917

Carleland, Illinois

Lawrence Duncan, Kentucky
Clifford Carmony, Kentucky
Dear Mr. Hammond,

I am very glad to hear from you again. Thank you very much for taking the trouble to write and to send me the picture. It is very kind of you. I wish you all the best in your work and in the coming days.

I am still very busy with my work, but I am trying to keep up with the times.

Thank you once again for your kindness.

Sincerely,

[Signature]

Boston, Oct. 22, 1927.
STUDENTS AND TEACHERS AT PLAY

Choo Choo  First Peep  Looking on the Pomm.  Posing
From Lookout  Signal Point  At Locks  Field Day

MAMMOTH CAVE
(Great Cave Area Soon to be a National Park)

FIRST TERM BEGINS JUNE 4
SECOND TERM BEGINS JULY 9

C. E. ROWE

WALDO H. CHRISTY

D. D. LESSENBERRY
from Page Four)

from management, the one purely commercial in its both operating in the field of business. The rate higher positions and the other through the he same ever widening field. Students trained three fields of endeavor: Office position, ac-

ing department are actual college credits.

W. S. MOREHEAD

(Frontispiece in recent issue of the Illinois Central Magazine)

W. S. Morehead, assistant general storekeeper, Chicago, entered the service of the Illinois Central System, September 1, 1902, in the office of the roadmaster at Water Valley, Miss., as stenographer.

Mr. Morehead was born at Bowling Green, Ky., June 13, 1884. In addition to attending the public schools, he attended the Southern Normal, now known as the Western Kentucky Teachers College and was graduated from the Commercial course of the Bowling Green Business University.

His first promotion was in April, 1905, when he was appointed chief clerk to the roadmaster at Water Valley; then in October, 1904, he was transferred to New Orleans, where he served as chief clerk to the roadmaster at that point. In April, 1905, Mr. Morehead was transferred to Nashville, Tenn., as chief clerk to the roadmaster and in June, 1907, was appointed assistant chief clerk to the superintendent at McComb, Miss.

In June, 1908, Mr. Morehead was appointed division storekeeper at McComb, Miss., and held this position until September, 1912, when he was promoted to assistant general storekeeper (Southern Lines), with office at Memphis, Tenn., and on May 1, 1917, appointed assistant general storekeeper (Northern Lines), with headquarters at Chicago.

W. S. MOREHEAD

Bowling Green Business University

Bowling Green Kans.
BOWLING GREEN BUSINESS UNIVERSITY, APRIL 1929
STUDENTS OF OTHER COLLEGES

The group above shows some of the students now attending the Bowling Green Business University who had completed as much as two years of college work before entering this institution. More than half of them were full four-year graduates. Forty-four colleges and universities are represented.


COLLEGE OF COMMERCE
of the
BOWLING GREEN BUSINESS UNIVERSITY
Bowling Green, Kentucky
Dear Friend,

Let us inquire whether you think of attending this institution. We have a good school and it is pronounced the best. The demand for well-trained women and teachers of femininity is far greater than the supply. C. S.
We repeat, this announcement is being made because of the marked and favorable change in affairs which has taken place since our last communication to you. Now is your opportune time. It is not always convenient to go to school, but it is always possible for those who are sufficiently determined. And mark you—in the future as never before, it will be essential that young men and young women be trained in widely and favorably known schools whose reputation in the great field of business is national. Our institution offers you such training at very low cost. We shall be glad to send you additional literature or answer any personal questions that you may desire to ask. If you come here this fall, you will join a large, enthusiastic, happy group of business students. Already our advance reservations have exceeded any previous year up to this date.

Bowling Green Business University
Incorporated
Bowling Green, Kentucky
This picture gives some idea of the size of the Bowling Green Business University—(made about eight months ago).}

Most Representative Students

Mr. K. E. Austin of the Business University faculty offers annually the Latty Austin silver cup to the most representative student of the institution. The students of the above group were nominated by the faculty, but Miss Miriam Mahl, W. Va., the young lady in the center of the front row was the 1933 winner.
This picture gives some idea of the size of the Bowling Green Business University—(made about eight months ago.)
THE ABOVE STUDENTS HAD ATTENDED NINETY-FOUR ACREDITED COLLEGES AND UNIVERSITIES BEFORE COMING HERE

Austin Bratcher, Rocky Hill, S. Carolina.
Lawrence Dixon, Athens, Tennessee.
Charles Anderson, Bowling Green, Ky.
T. E. Dorn, Jr., Frostburg, Maryland.
Annie Lee Hood, Adamson, W. Virginia.
Joe Phillips, Monroe, Georgia.
Willie Thompson, Jacksonville, Florida.

L. S. Sarbo, Wausau, Wisconsin.
W. L. Edwards, Goodletsville, Tennessee.
Ruth Howell, Roanoke Rapids, N. Carolina.
Dorothy Martin, Tupelo, Mississippi.
James F. Bigwood, Indian Head, Maryland.
Arthur Gasaway, Henderson, N. Carolina.
Julia Bailey, Trenton, Tenn.
T. Max Davis, Houston, Texas.

Marianne Widener, Elizabeth City, N. C.
Gladys Fewell, Spring City, Tennessee.
Alleyne Maye Latham, Corinth, Mississippi.
Helen Sallow, War, West Virginia.
Frances Skulley, Rich Square, N. Carolina.
Jeanette Duncan, Kinston, N. Carolina.
Gretchen Bowers, Leaksville, N. Carolina.
D. C. Spickard, Charlotte, N. Carolina.
Elizabeth Ray, Goldsboro, N. Carolina.

Thelma Deeter, Hazard, Kentucky.
Richard Carr, Amory, Mississippi.
Karl Krauskopf, Chicago, Illinois.
Frances Skulley, Purvis, Mississippi.
Mildred Barriger, Elizabeth City, N. C.
Rawleigh Sallee, Lynchburg, Virginia.
J. C. Wallace, Raleigh, North Carolina.
C. N. Emrick, New Albany, Indiana.
Thedford Brown, Kimberly, West Virgi-
The young ladies in the above group were nominated to represent the Business University at the Mountain Laurel Festival at Pineville, Kentucky, in May. Miss Adeline Grissom seated in the center was the winner. The Festival is one of the great social events of the year in Kentucky. Beauty is the chief feature to be considered in the selection of a college representative.
On the morning of May 20, 1935 there were 171 students from 70 accredited colleges and universities who attended the principal address of the graduating seniors. The names of the colleges and universities they attended before the conference were:

- Agnes Scott College
- Berea College
- Baylor University
- Bethany College
- Carson-Newman College
- College of the Ozarks
- Christian College
- Cumberland College
- Cumberland College
- Carbondale Teachers College
- Dodd College
- Duke University
- Delta State Teachers College
- Eastern State Teachers College
- Emory University
- Fisk University
- Florida State College
- Georgia Tech
- Georgia Institute of Technology
- Georgia State College
- Indiana University
- Indiana University
- Kentucky Wesleyan College
- Lehigh University
- L. S. U.
- Louisiana Polytechnic Institute
- Mississippi State College
- Maryville College
- Miami University
- Mississippi State College
- Middle Tennessee State Teachers College
- Sewanee College
- Millikin College
- Mississippi College
- Millsaps College
- Montclair State College
- Morristown State Teachers College
- Mount Holyoke College
- Murray State Teachers College
- Ohio State University
- Oklahoma State University
- Oregon State University
- Oxford University
- Peabody College
- Rhodes Island State College
- Randolph-Macon College
- Sunflower Junior College
- South Georgia Technical College
- San Francisco State College
- S. E. Missouri Teachers College
- State Teachers, Mississippi
- Transylvania University
- Tennessee College
- University of Kentucky
- University of Michigan
- University of Arkansas
- University of Alabama
- University of Texas
- University of Mississippi
- University of the South
- University of North Carolina
- University of Louisville
- Vanderbilt University
- Western Kentucky State Teachers College
- West Virginia Wesleyan College
- W. Virginia University
- Young Harris College

I have been accepted for a position in safety with the Second World. I am looking forward to the coming summer when I expect to spend more profitable and happy days in your school. A. L. Turner,

Commercial Department, Head, Commercial Department,
Biloxi High School,
Biloxi, Mississippi.
The picture was made in front of the Business University Building on the morning of April 14, 1935. The students are from twenty-four states and there are one hundred forty-nine colleges and universities represented in this group.
The above picture was made in front of the Business University Building on the morning of April 14, 1935. The students are from twenty-four states and one hundred forty-nine colleges and universities represented in this group.
BIRMINGHAM COMMERCIAL TEACHERS

Reading from left to right they are:

First Row: Minerva Matthews, Muriel Alexander, Mary Thurman and Flora Willis,
Second Row: Lida May Lockard, Eunice Fields, Elizabeth Williams and Sue Walker,
Third Row: Myrtle Wise, Morel Alexander, Helen Morris and Mary Hennen,
Miss Lucille Groom and Mr. Karl Merrison were not in the picture.

The above group of young women are graduates of the Bowling Green College of Commerce who are now commercial teachers in the city of Birmingham.

For fifteen years this institution has furnished about fifty per cent of the commercial teachers of the great growing cities of Birmingham, Atlanta and Louisville and to many other cities in the same proportion.

On the morning of May 22 the ten young men in the above group put on our Assembly Hour in one of the most successful and finishing minstrel shows ever enjoyed in our historic Hall.

Features of many kinds are developed by the talents of the University.

The above is a group picture of this year's college graduating class. Several members were not in the group, because some of them completed their courses at different times and are now holding positions.
MOUNTAIN LAUREL FESTIVAL CONTESTANTS

They are from left to right: beginning at front, Miss Frances Knight, winner, Murfreesboro, Tennessee; Miss Virginia Noely, second choice, Franklin, Kentucky; Miss Mere Rose Foster, Frankfort, Kentucky; Miss Jane Kepel, Glasgow, Kentucky.

Top row: Miss Irene Graham, Harlan, Kentucky; Miss Alice Shannon, Whitehouse, Tennessee; Miss Virginia Pittman, Alamo, Tennessee. (See page 3)

MISS FRANCES KNIGHT
Murfreesboro, Tenn.
Represented the B&ME at the Mountain Laurel Festival in June.

The above picture is of a group of students from Clarksville, Tennessee.
MEMORANDUM
From the Office of the President
To E. Shirley, Secretary, Employment Department.

About July of this year you gave me a report of the accomplishments of your department for about six months previously. I request that you give me a similar report on the past six months, and since you are in such close touch with the general employment situation, please express your opinion of the outlook. Do this as promptly and briefly as you can.

J. L. Harman, President.

ANSWER
To President Harman:

Your request for the record this department has made since I last reported to you is before me, and I think I shall please you by my reply.

All of us were constantly encouraged over the record we were able to make during the deepest period of the depression. How we did it is almost unbelievable.

But conditions have changed.

OFFICE POSITIONS
In filling office positions the past six months, we have made a 98 per cent increase over the same period last year; and the ease with which
Resolutions of Sympathy and Love

Concerning

Dr. H. P. Houaker

Whereas, On the 29th of March, 1935, our beloved physician, citizen, consistent churchman, devoted father and husband,

Harry Price Houaker, M.D.,

was suddenly called from time to eternity, leaving his friends and loved ones in deep grief but not without hope; therefore, let it

Resolved, That we extend to his bereaved family our heartfelt sympathy in this hour of greatest affliction. But they should look to our Heavenly Father for consolation, the One who orders things for the best and to whose chastisements are meant in mercy.

Resolved, That by his kind and loving disposition he has won the respect of all who ever had the pleasure of coming in contact with him, especially the members of our association.

Resolved, That a copy of these resolutions be sent to the heart-broken family and also that they be spread upon the minutes.

Committee.

Made by a student, Mr. Frank Mathis, W. Virginia
Coleman Beazley
W. C. Ashby
Prof. W. C. Brownfield
J. S. Roraback
W. T. Erqua
E. M. Bruce
P. Murray Hill
W. T. Arnold

Dashes by Mr. C. C. Steed
VERSITY NEARING THE CLOSE OF A RECENT SPRING TERM
A summer of inspiration for teachers of commercial subjects. Pedagogy, Penmanship, Bookkeeping, Shorthand and Typewriting.

Rest, outings and work. Lectures, demonstrations and skill.

The Bowling Green Business University is the Official Teachers Training School of the National Association of Accredited Commercial Schools. It is sound in principle, rich in reputation, high in professional spirit and radiates, inspiration, enthusiasm and encouragement.
You are invited to the next term of the National Official Training School for Commercial Teachers...
Group of Summer School Students. Thirty-One States and Three Foreign Countries.
Students. Thirty-One States and Three Foreign Countries Are Here Represented.
The Summer Session is divided into two terms of six weeks each. Students may enter at the beginning of the first term and continue throughout the entire session, or they may enter at the beginning of the second term, July 14. Students who enter for the second term will find a variety of subjects offered sufficient to insure proper classification.

The courses offered in the College Department are of standard grade. Credits made are applicable by various state boards of education. Twelve semester hours of credit may be earned during the 12 weeks’ session or six credits during the last term.

**College Subjects—Summer Session, 1925**

**GENERAL**
- Principles of Economic and Commercial Geography.......................... 2
- Principles of Economics.................................................................. 3
- Business Administration.................................................................. 2
- Business Law I and II...................................................................... 5
- Financial Organization...................................................................... 3
- Business Law I and Practice............................................................... 5
- Advanced Business Correspondence.................................................. 2
- Modern History.............................................................................. 2
- English Composition....................................................................... 3

**Accounting**
- Intermediate Accounting I and II......................................................... 3
- Cost Accounting.............................................................................. 2
- Auditing............................................................................................ 2
- Accounting Theory and Problems......................................................... 2
- Accounting Systems........................................................................ 3
- Observation and Practice Teaching....................................................... 2

**Special Classes in Education and Methods**
(Second Term Begins July 14, 1925.)
- Method of Teaching the following subjects in high schools and business colleges:
  - Bookkeeping and Accounting.............................................................. 1½
  - Shorthand Methods.......................................................................... 2
  - Penmanship Methods and Practice....................................................... 1
  - Commercial Arithmetic..................................................................... 1

**Outline of Work in Teachers’ Training Class**
- The course covers practically every phase of Bookkeeping and Accounting as applied to the teacher’s work in the classroom.
- Expert teachers will conduct a series of lectures, lectures and demonstrations in relation to practically every subject included in the modern commercial school and curriculum.

**Bookkeeping and Accounting**
(1) The course covers practically every phase of Bookkeeping and Accounting as applied to the teacher’s work in the classroom.
(2) Expert teachers will conduct a series of lectures, lectures and demonstrations in relation to practically every subject included in the modern commercial school and curriculum.
(3) Instruction in the standard systems of Bookkeeping. Students desiring to specialize in Bookkeeping will have the opportunity of devoting several hours of work each day to this subject.
(4) Daily classroom methods will be arranged so that each student will have the privilege of submitting his personal problems to expert instructors for direction. This is especially valuable to young teachers.

The following is a partial outline of a portion of the course:
- Purpose of Bookkeeping and Accounting—Methods and Devices—Books, Records, Statements; How to Approach the Subject—Analysis, Synthesis; Results—Balance Sheets and Statements—Cause and Effect; Bookkeeping—Record—Reliable, Accurate, Chronological—Accurate Construction and Interpretation; Ledger—Its Function—Trial Balance; Double Entry Versus Single Entry; Final Period and Its Problems; Organization and Management of an Office Practice Department; Desk Work Covering Commercial Problems Practice Problems and General Commercial Problems; Ledger and the Leading Commercial Schools; Inventories, Ledger Adjustments and Closings; Methods of Teaching—a Common Basis for All; Methods—Discussions and Illustrations; The Balance Sheet—Its Form and Its Content; Profit and Loss Statement—Its Form and Content; Subsidiary Statements, Schedules and Reports.

**Shorthand Methods**
The Methods Class will be conducted every day of the Summer School and in this will be given authoritative information about how to present the lessons in the Manual, and the best methods in general shorthand teaching.

Classification of theory students. How many classes in theory? Can there be a definite number? What plan by which is followed in combining classes? How can classes be combined without holding some students back or rushing them over the work faster than they can grasp the subject?

The First Assignment. How to handle the student who enters the department when the teacher's schedule is apparently full. Should he be put into a class, or receive individual instruction?

What should be the first assignment be and how much of the teacher's time should the pupils have the first day?

Presentation of First Lesson: A Typewriting Department—Presentation of Second and Third Lessons: How to Study Shorthand; How to Prepare and Hold Tests; Fourth Lesson—Use of the Board; Shorthand as a Stepping Stone and as a Profession; How May Reading Matter Be Used in the Classroom Work? Development of Speed; Speed Contents—Their Value and How to Hold Them; Presenting Sixth and Seventh Lessons; Interest-Arousing Plans and Exercises in Reading Notes, in Transcribing, in Copying on Machines; How to Prepare Seventh, Eighth and Ninth Lessons—Oral Drill, Analogical Groups, Thrasing; Class Discussion: How to Keep Students Balanced in Shorthand and Typewriting—Opportunities for Teaching and Emphasizing Importance of English in the Shorthand Class; How to Present Truth and Eleventh Lesson; How to Present Twelfth, Thirteenth, Fourteenth and Fifteenth Lessons; How to Present Sixteenth Lesson; From Theory to Dictation; Methods of Recording Grades and Promoting Dictation Subjects; Best and Shortest Ways of Correcting Work and Marking Progress; Arranging Shorthand Courses for High Schools and Business Colleges; Duties of
**Special Classes in Education and Methods**

*(SECOND TERM BEGINNING JULY 14, 1925.)*

Methods of Teaching the following subjects in high schools and business colleges:
- **Bookkeeping and Accounting**
- **Shorthand and Typewriting**
- **Pennmanship and Practice**
- **Commercial Arithmetic**

**Outline of Work in Teachers' Training Class**

This is a course in Pedagogy and Psychology dealing with fundamentals of teaching any subject. Applied Psychology, discipline, the principles of imparting knowledge and every phase of teaching will be studied. Below are given some of the topics covered:

- Sensations and Apperceptions
- Instincts, Emotions, Affections and Desires
- Book Teaching and Oral Teaching
- Principles of Questioning, Planning and Assigning the Lesson
- Common Sense in and out of the School Room

What enables the Teacher to Discipline the School, Play and Recreation, Lectures on the History of Education, Vocational Education.

**Bookkeeping and Accounting**

(1) The course covers practically every phase of Bookkeeping and Accounting as applied to the teaching of the class in the classroom.

(2) Expert teachers will conduct a series of lessons, lectures and demonstrations in relation to practically every subject included in the modern commercial school and curriculum.

(3) The usual system of formal lessons and the method of teaching in modern schools and schools of today will be taught in Bookkeeping.

(4) Daily consultation periods will be arranged so that each student may have the privilege of presenting in personal problems to expert instructors for direction. This is especially valuable to young teachers.

(5) The following is a partial outline of a portion of the course:
- Purpose of Bookkeeping and Accounting: Methods and Devices — Books, Records, Statements, Financial Statements — Balance Sheets and Statements — Cause and Effect
- Books of Original Record — Reliable, Accurate, Chronological — Account — Its Construction and Use
- Analysis — Synthesis — Results — Double Entry versus Single Entry
- Period and Its Problems
- Organization and Management of an Office Practice Department
- Book Covering Complete Business Practice Inter-Communication Work
- Work With the Leading Commercial Devices
- Ledger and Journal, Plan and Practice
- Methods of Teaching — A Complete Basis for All
- Methods — Discussions and Illustrations
- The Balance Sheet — Its Form and its Content — Profit and Loss Statement — Its Form and Content — Subsidiary Statements, Schedules, and Reports.

**Shorthand Methods**

The Methods Class will be conducted every day of the Summer School and in this will be given authoritative information about how to present the lessons in the Manual, and the best methods in general shorthand teaching.

- Classification of theory students. How many classes in theory should be made?
- What plan should be followed in combining classes?

The First Assignment. How to handle the student who enters the department when the teacher's schedule is apparently full. Should he be put into a class, or receive individual instruction?

What should the first assignment be and how much of the teacher's time should the pupils have the first day?

- Presentation of First Lesson: A Typewriting Department; Presentation of Second and Third Lessons: How to Study Shorthand and Typeset; Presentation of Fourth Lesson — Use of the Board, Shorthand as a Stepping Stone and as a Profession; How Reading Matter Be Used in the Classroom? Development of Speed; Speed Contests: Their Value and How to Hold Them; Presenting Shorthand Series of Tests of Interest and Appeal; Examinations, Arithmetic, Explanations, Notes, in Transcribing, in Copying on Machine; How to Present Seventh, Eighth and Ninth Lessons — Oral Drill, Analysis, and Proficiency Tests; How Class Dictation is Presented in Mary; Speed and Accuracy; Speed and Accuracy; Practice of speed; Principles of Teaching and Dictation — Opportunities for Teaching and Emphasizing Importance of English in the Shorthand Class; How to Present Eleventh and Twelfth Lessons: How to Present Twelfth, Thirteenth, Fourteenth and Fifteenth Lessons
- Teaching of Sentences: Pennmanship
- The Teaching of Sentences: Discussion of the Best Methods in Teaching

- **Principles of Education**

This is a lecture course which meets daily on the lawn. Specialist in general and commercial education will be in charge. Theory and practice in teaching, vocational guidance, mental measurements, social problems, and teacher problems will be covered. How to make standards and give confidence to young or old, experienced or inexperienced, will be formally presented by the speaker in charge, and informally discussed by the entire class — a mixture of solid work and public forum.

**Extras**

In addition to the work outlined above there will be many special lectures — highly professional and inspirational. No mention is made of the daily lectures at the chapel hour.

**General Shorthand Work**

*(Not of College Rank.)*

**Group I.** Teachers or prospective teachers who have had no shorthand and who want to prepare themselves for assistant teachers. — Includes: Instruction in Gregg Shorthand Manual; Elementary Typewriting and Elementary Teaching Methods. If such students have time, they may also take regular shorthand classes in the Business University properly.

**Group II.** For writers who are preparing to teach and who must have thorough review. — Includes: Manual Review; Slow Dictation; Methods of Teaching Theory and Dictation.

**Group III.** — Dictation. Those in this group to be presumably good, experienced teachers of theory but are poor in taking dictation or in dictation methods. Includes: Practice in Giving and Taking Dictation; Voice; Counting Counts, etc.
Mr. E. G. Miller, supervisor of writing of the Pittsburg Schools, comes to us the second time as instructor in his specialties.
Entrance to Main Building
FIRST THREE PRESIDENTS

Mr. A. W. Mell

Dr. H. H. Cherry

Mr. J. S. Dickey

In Sixty-Three Years the Institution Has Had Four Presidents. See "Bit of History," Page 6.