

8-1-1903

John B. Stetson University Business College Department. Annual Announcement

John B. Stetson University

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JOHN B. STETSON UNIVERSITY BULLETIN,
Vol. III, No. 2, August, 1903.

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JOHN B. STETSON UNIVERSITY.

BUSINESS COLLEGE
DEPARTMENT.

ANNUAL ANNOUNCEMENT.



DELAND, FLORIDA.

1903-1904.

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Stetson University

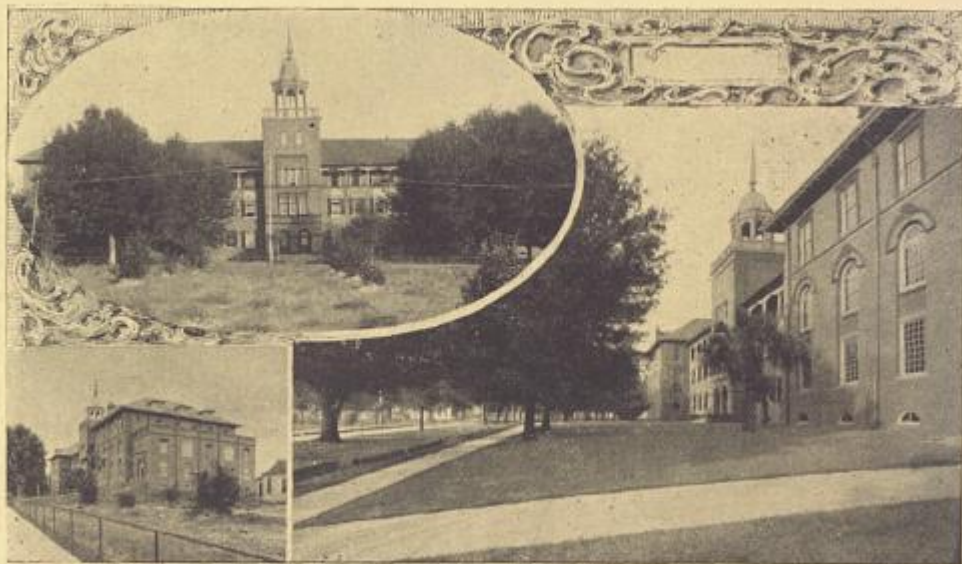


Stetson University



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ELIZABETH HALL.

The Business College Department Occupies the Entire South Half of the Third Floor.





BOOKKEEPING DEPARTMENT.

Business College of John B. Stetson University.

JOHN B. STETSON UNIVERSITY.

BUSINESS COLLEGE
DEPARTMENT,

DELAND, FLORIDA.

ANNUAL ANNOUNCEMENT.

1903-1904.

1908:
E. O. PAINTER & CO.,
DELAND, FLA.

THE UNIVERSITY OF CHICAGO

BUSINESS COLLEGE

DEPARTMENT

OF ACCOUNTS

CHICAGO, ILL.

1900

THE UNIVERSITY OF CHICAGO

LIBRARY

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WILLIAM S. JENNINGS.....	Tallahassee, Fla.
FRANCIS J. LONGDON.....	DeLand, Fla.
D. U. FLETCHER.....	Jacksonville, Fla.
B. F. CAMP.....	White Springs, Fla.
J. B. LAW.....	DeLand, Fla.
E. B. SOLOMON.....	Dayton, Ohio.
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Committee on Administration.

REV. THOMAS J. SPARKMAN,	E. O. PAINTER,
D. U. FLETCHER,	J. T. CLAKE,
S. B. WRIGHT,	JOHN F. FORBES.
REV. WILLIAM H. STEWART,	

Calendar.

School year, 33 weeks, from September 30th to May 24th.

Fall Term begins Wednesday, September 30th.

Delinquent Examinations, Saturday, October 3rd and 24th.

Final Term Examinations, Monday and Tuesday, December 21st and 22nd.

Holiday vacation from Wednesday, December 23rd, to Monday, January 4th.

Winter Term opens Monday, January 4th.

Delinquent Term opens Saturday, January 30th.

Presentation Day, Friday, February 19th.

Final Term Examinations, Monday and Tuesday, March 21st and 22nd.

Spring Term opens Wednesday, March 23rd.

Delinquent Examinations, Saturday, April 16th.

Senior Examinations, Thursday and Friday May 12th and 13th.

Final Examinations for Spring Term, Thursday and Friday, May 19th and 20th.

Commencement, Tuesday, May 24th.

CALENDAR 1903-1904.

SEPTEMBER 1903

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DECEMBER 1903

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Officers of Instruction.

ROBERT J. MACDOUGAL,

DIRECTOR.

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INSTRUCTOR IN SHORTHAND AND STENOGRAPHERS'
OFFICE PRACTICE.

ANNIE B. WOOD,

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ESTHER WILSON,

INSTRUCTOR IN SPANISH.

J. STANLEY MOFFATT,

INSTRUCTOR IN TELEGRAPHY.

MAY WILSON,

ASSISTANT IN BOOKKEEPING.

RALPH W. PATTISON,

ASSISTANT BUSINESS*PRACTICE OFFICES.

Business College Department.

General Statement.

The popularity of this department of the University, and the increasing demand for young men and young women who have a practical business and shorthand training, have been so great that the department has outgrown the space originally provided for it, and on January 1st of the present year was moved into new and elegant quarters in Elizabeth Hall. Fifty-one feet of new business offices have been added, increasing the total frontage of the offices to more than seventy feet. These offices represent ten separate business houses, in which the student is taught and practices the latest methods of accounting.

A careful examination has been made of the latest devices in bookkeeping practiced in the offices of the largest business houses in the East, and the most approved methods are adopted each year, and reproduced in the offices of our business department, in which our students receive their training.

Curriculum and Credits.

The management of the University, realizing the importance of this department, has spared neither money nor time in making the Business College superior in every particular.

Thoroughly practical courses are offered in Bookkeeping, Shorthand, Banking, Telegraphy and Spanish. Academic students are given three credits for either the Bookkeeping or Shorthand course, and six credits for both courses. For information concerning the conditions for obtaining credits, see instructions under respective courses.

The Bookkeeping Course.

Junior Department.

Introductory Bookkeeping, Business Arithmetic, Correspondence, Commercial Law, Spelling, Business Writing, Rapid Calculation, English and Commercial Geography, Advertising.

The student is thoroughly drilled in the principles of double entry bookkeeping, learning fully the reasons for debiting and crediting. He opens and closes many sets of individual and partnership books, keeps a bank account, makes out trial balances and statements. The various forms of business papers such as notes, checks, drafts, invoices,

account sales, receipts, etc., are written up by the student from the day he begins the bookkeeping course. Theoretical and practical bookkeeping being combined in this course, the interest of the student is greatly enhanced.

Junior Practice Department.

After passing the required examinations, the student is admitted to the business practice department, where he transacts business with students in similar institutions throughout the United States and Canada, and also with ten different offices in our Advanced Business Practice Department, which is conducted by advanced students under the supervision of the instructors. The student makes daily deposits in the Bank, which is supplied with business college currency, leases his store from the Real Estate Agent, makes out a legal form of lease, orders goods, (represented by cards), by letter from distant cities, receives his merchandise through the Freight Office, pays the freight, receives account sales, gives a bank draft or check for the proceeds, etc.

Senior Practice Department.

In this department, which consists of the Stetson College Bank, Business College Bank, Wholesale Jobbing House, Commission House, Retail

House, Renting Agency, Freight Office, etc., the student is put in charge of the books and general management of the various offices of the department and is under the supervision of the Director of the Business College. These offices contain large leather-bound books, and many labor-saving devices, such as are found in first-class business offices. The work of the student in this department is regulated entirely by the volume of business that comes to him through the daily United States Mail, from the business practice departments of other institutions, and also by the volume of business brought to him from the students in the Junior Business Practice Department of our own school. This gives the course the stamp of reality.

Academy Credits.

Students desiring credits in the Academy are required to pass an examination in bookkeeping after two periods a day of practice. No credit is given unless three terms' work, or its equivalent, is done.

Banking Course.

There are two banks in daily operation; Stetson College Bank and the Business College Bank.

The Stetson College Bank is organized with a capital stock of \$200,000.00. This bank is kept ac-

cording to the plan of the National Banking system.

The Business College Bank conducted on the plan of our State banks is organized with a capital of \$25,000.00. All students taking the Bookkeeping course are required to do two or more weeks' work in this bank.

Every kind of banking business is transacted, enabling students to become as familiar with banking operations as they would in real business. We aim to make the study of business practical. A true value is placed on the transaction which makes students earnest in their work. Any one who will examine the working of our banks will be convinced that banking and bookkeeping can be thoroughly taught in this institution.

Only those who have taken the Bookkeeping course, those who show by a special test that they are qualified, and those who are taking the Auditing course are accepted in the department of banking.

Auditing Course.

Students who wish to become expert accountants may enter this department after completing the Bookkeeping course.

Those who have graduated from other Business Colleges, and who wish to continue their studies with a view to becoming commercial teachers or expert

accountants, will find this department admirably adapted to their needs.

The Shorthand Course.

Curriculum.

Shorthand,	Practical English,
Typewriting,	Business Writing,
Spelling,	Mimeographing,
Correspondence,	Letter-press Copying.

System of Shorthand Taught.

The Ben Pitman system of shorthand, so much used in this country that it has been called, by the United States Commissioner of Education, the "American" system, is taught in this department. It is easily learned, easily read, adapted to all kinds of shorthand work, and written by the leading shorthand reporters, including those employed by the United States Government.

Method of Typewriting.

We use the Fuller method of "Typewriting by Touch," whereby the operator secures greater speed and accuracy than by the old "Sight" methods. By the new "Touch" method, the operator writes con-

tinuously whereas by the old method he has to look from the keyboard to the "copy," and then from the "copy" back to the machine thus losing valuable time and causing the eyes to be strained by the frequent changes of position. The "Touch" method is comparatively easily learned, and is a source of great satisfaction to the operator.

Three Grades of Diplomas are Granted.

The third grade requires a speed in shorthand writing of eighty words a minute, to be transcribed on the typewriter at the required speed, and thirty words a minute in typewriting from printed matter.

The second grade requires a shorthand speed of one hundred words a minute, and a typewriting speed of forty.

The first grade requires a shorthand speed of one hundred and twenty-five words a minute, and fifty in typewriting.

Students desiring credits in the Academy, are required to pass the second grade examination.

Demand for Stenographers.

Students who pass our first grade examination in shorthand and typewriting, are well prepared for the United States Civil Service Examinations. The

demand for Government stenographers, as well as thoroughly competent commercial stenographers, exceeds the supply, and as large salaries are paid to competent shorthand writers, there is therefore great inducement for well-educated young men and women to study stenography.

Time Required.

The instruction being mainly individual, the time required to complete the course depends on the student's personal exertions and his previous educational attainments. It usually requires from six to eight months to obtain the second grade diploma, and the first grade is sometimes obtained in the same length of time. The third grade diploma is, of course, obtained in a shorter time.

Telegraphy.

Students in this course receive instruction in all lines of telegraphic work, from one who has been employed by the Western Union Telegraph Company and by some of the largest railroads in this country.

Spanish.

Situated as we are near the Spanish-speaking peoples, we have for some time been convinced that no foreign language has more value, from a business standpoint, than Spanish. Therefore a department of Spanish has been organized under a thoroughly competent instructor. It is believed that many who are preparing for business life will welcome the opportunity of acquiring this language whose commercial importance, already considerable, will no doubt constantly increase.

Advertising.

Business men have learned that success is in a large part due to the manner in which they bring their wares to the notice of the public, or, in other words, to the methods of advertising employed, and advertising has come to be considered one of the most important factors of nearly every line of business.

Fully realizing the fact that a knowledge of the principles and methods of this subject will be of great value to those who are preparing to accept business positions, or to enter business pursuits for themselves, we have introduced this subject into our course of study.

There is a demand for young men and young women who are competent to design and write advertising, and to take charge of that department of a business, in fact, there is a place for such a person in nearly every business house in the country. A young man or woman who has a thorough business education and is at the same time competent to look after the advertising department, can command a larger salary from the beginning.

The line of work that we shall offer in this subject will be practical in every sense of the word, and is designed to be a valuable addition to the knowledge of those who take advantage of it. It is as essential to the success of a person entering business today as is a knowledge of bookkeeping or shorthand.

A practical advertising man who has made special study of this subject has been put in charge of this course.

Business Correspondence.

It is estimated that over seventy per cent. of the business of today is carried on by correspondence, and the American people are known to be the greatest letter-writers of the world. It is therefore necessary that young people entering into business should have a good knowledge of practical correspondence. Letters on various subjects are written by

our students, and are carefully criticised as to composition, form, spelling, penmanship, use of capitals, punctuation, etc. The daily correspondence which our students have through the U. S. Mail with schools in distant cities (while in the Practice Department), is similar to that of a large business house, and is valuable practice in correspondence.

Students May Enter at Any Time.

The instruction being mainly individual, the student may enter at any time during the college year, and has the privilege of taking his final examinations when he has completed the required work.

Diplomas.

A diploma is given to each one who finishes any one of the courses offered in this department. For this diploma a fee of one dollar is charged.

Read What These Men Say.

John Wanamaker:—"In these days business is difficult. It is rendered more so because of cables, telephones, six-day ocean steamers, and because every pound of cotton, iron and wool in the country can be counted. The young man who starts in at this time will stand but little chance without a busi-

ness training. The days of chance are gone. The mercantile profession must be studied just the same as medicine or law, and too high praise cannot be given to the gentlemen who conduct these business training schools."

Horace Greeley:—"I wish it were possible to give every young man who is going to take charge of a farm or factory, or a mechanical establishment of any kind, the elements of a business education; for I am sure the country suffers, its industry suffers, its prosperity is much less than it would be, if every young man and young woman, too, were initiated into the methods and rules of business. There is no farmer in the country who works a tolerable or an intolerable farm who would not be a better farmer today for a good business education. We have a thousand wants which a thorough business education will aid us to satisfy."

Horace Mann:—"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."

Hon. Chauncey M. Depew:—"But to you, young ladies and gentlemen, a business training is absolutely necessary and the best thing you can have, whether you come from the common school, from the academy, from the seminary or from the university, if you intend to enter upon a business life."

Who Should Take The Course.

Those who wish to be stenographers, with the view of making stenography a profession, or making it a stepping-stone to something else, and those who desire to get a thorough knowledge of practical English, correspondence or advertising. A young man who expects sometime to manage his own or some other business should not fail to get the thorough training in business correspondence and advertising offered in this course. The bulk of business today is carried on by correspondence and it is necessary for a young man or young woman to be able to write, or dictate, a good business letter. We also recommend the course to business men, lawyers, ministers, newspaper men, and others who have much pen work to do. A young man intending to enter upon a business or professional career makes a very great mistake in not first learning shorthand.

Reasons Why You Should Attend the Business College of John B. Stetson University.

A corps of able instructors is employed.

Any student taking the complete Business or Stenographic course has the privilege of taking studies in either the Grammar School or the Academy of the University without extra charge.

You associate with hundreds of students attending the various other departments of the University. This in itself is an education. The department is one of the best furnished and thoroughly equipped in the South.

All graduates have the unqualified endorsement of the University.

Students are under the best influence, socially, mentally and religiously.

An extensive Lecture Course is given each winter under the auspices of the University.

Many publications and books treating on bookkeeping, shorthand, commercial law, etc., are in the library for students' use.

Tuition and Expenses.

Tuition and board, including room, fuel, lights and laundry (two students occupying one room).

Commercial Course, per month of

four weeks,\$23.00—\$26.00

Telegraphy, per months of four

weeks, 23.00— 26.00

Shorthand Course, per month of

four weeks, 24.00— 27.00

Tuition Alone.

Commercial Course, per month of four weeks. \$8.00
Telegraphy, per month of four weeks. 8.00
Shorthand Course, per month of four weeks. 9.00

When more than one course is taken an extra charge of \$4.00 per month is made for each additional course.

List of Students.

Bookkeeping Course.

Name.	Home Address.	DeLand Residence.
Armstrong, Clifford L.,	Terra Ceia, Fla.,	Conrad Hall.
Bell, Hal C.,	New Smyrna, Fla.,	Stetson Hall.
Bennett, Lovin M.,	DeLand, Fla.,	New York Ave.
Bennett, W. Charles,	DeLand, Fla.,	New York Ave.
Block, Hamilton,	Atlanta, Ga.,	Stetson Hall.
Bryant, Henry Herbert, Jr.,	Welaka, Fla.,	Conrad Hall.
Carlton, Gettis S.,	Wauchula, Fla.,	Conrad Hall.
Colyer, Robert P.,	Butler, Mo.,	Boulevard.
Dekle, Thomas A.,	Chipley, Fla.,	North House.
Forbes, Leighton Horace,	DeLand, Fla.,	Minnesota Ave.
*Furman, Frank,	New York, N. Y.,	Boulevard.
Gould, Harold E.,	DeLand, Fla.,	New York Ave.
Haynes, Henry R.,	Marion, Ky.,	Stetson Hall.
Hollingsworth, Barney W.,	Arcadia, Fla.,	Stetson Hall.
Hooker, William C.,	Arcadia, Fla.,	Stetson Hall.
Jones, Alva H.,	White Springs, Fla.,	Stetson Hall.
Jones, James N.,	Oviedo, Fla.,	Conrad Hall.
King, Henry L.,	Arcadia, Fla.,	Stetson Hall.
Kupperbusch, Charles,	Seabreeze, Fla.,	Stetson Hall.
Madan, Robert L.,	Matanzas, Cuba,	Rich Ave.
McElroy, Sylvan,	Orlando, Fla.,	Stetson Hall.
McLaren, John H.,	Jacksonville, Fla.,	Stetson Hall.
Monroe, Jay R.,	South Haven, Mich.,	Boulevard.
Moorish, Eleanor A.,	Anclote, Fla.,	Chaudoin Hall.
Parker, Hooker H.,	Arcadia, Fla.,	Stetson Hall.
Parker, T. Austin,	Arcadia, Fla.,	Stetson Hall.
Pattison, Ralph W.,	DeLand, Fla.,	Indiana Ave.
Pearson, Arthur R.,	Jacksonville, Fla.,	Boulevard.
Pelot, Charles E.,	Manatee, Fla.,	East House.
Rainey, Homa B.,	Wauchula, Fla.,	Conrad Hall.
Reed, J. Claude,	Drayton Island, Fla.,	Stetson Hall.

*Deceased.

Bookkeeping Course.—Continued.

Name.	Home Address.	DeLand Residence.
Ricker, Ernest M.,	Jacksonville, Fla.,	Stetson Hall.
Rogero, Lottie,	St. Augustine, Fla.,	Hamilton House
Ryman, Clarence P.,	Palm Beach, Fla.,	Stetson Hall.
Snyder, A. Earle,	DeLand, Fla.,	Wisconsin Ave.
Ware, Harry K.,	Jacksonville, Fla.,	Stetson Hall.
Williams, John H.,	St. Petersburg, Fla.,	Stetson Hall.

Shorthand Course.

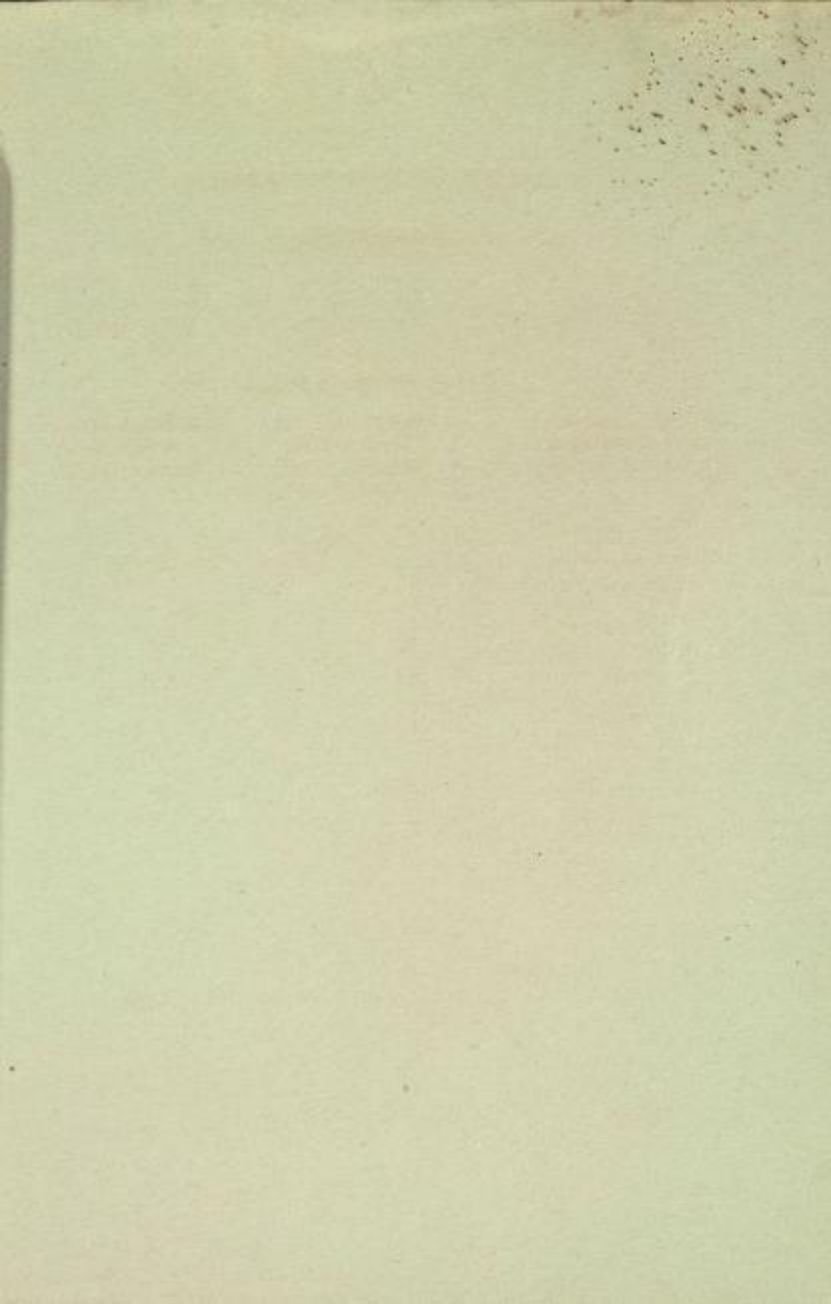
Bear, Artimecia,	DeLand, Fla.,	Clara Ave.
Carter, Benjamin F.,	Baxley, Ga.,	Stetson Hall.
Carter, Paul,	Marianna, Fla.,	East House.
Corr, Jessie Lee,	Wauchula, Fla.,	Chaudoin Hall.
Curry, Whitney,	Braidentown, Fla.,	Stetson Hall.
Fish, Ben F.,	DeLand, Fla.,	New York Ave.
Fry, Daniel P. U.,	DeLand, Fla.,	Boulevard.
Grisard, Wiley P.,	Winchester, Tenn.,	Rich Ave.
Haynes, Henry R.,	Marion, Ky.,	Stetson Hall.
Hendley, Roscoe H.,	Dade City, Fla.,	Stetson Hall.
Liddell, M. V.,	Ocala, Fla.,	Rich Ave.
McCrory, Charles E.,	DeLand, Fla.,	Indiana Ave.
Monroe, Jay R.,	South Haven, Mich.,	Boulevard.
Painter, C. Okle,	DeLand, Fla.,	New York Ave.
Pattison, Ralph W.,	DeLand, Fla.,	Indiana Ave.
Pelot, Charles E.,	Manatee, Fla.,	East House.
Pounds, James D.,	Ocoee, Fla.,	Stetson Hall.
Rawls, Annie J.,	Elmwood, Fla.,	Chaudoin Hall.
Reynolds, Marie P.,	Tampa, Fla.,	Chaudoin Hall.
Rich, Ruth,	Jacksonville, Fla.,	Hamilton House
Rogero, Lottie,	St. Augustine, Fla.,	Hamilton House
Sinclear, Beatrice,	Ocala, Fla.,	Chaudoin Hall.
Snyder, A. Earle,	DeLand, Fla.,	Wisconsin Ave.
Solberg, John A.,	Havana, Cuba,	Stetson Hall.
York, Emma J.,	St. Augustine, Fla.,	Chaudoin Hall.

Telegraphy.

Name.	Home Address.	DeLand Residence.
Curry, Whitney,	Braidentown, Fla.,	Stetson Hall.
Pearson, Arthur R.	Jacksonville, Fla.	Boulevard.

Typewriting—Special.

Butler, J. Turner,	Levyville, Fla.,	Conrad Hall.
Dekle, Thomas A.,	Chipley, Fla.,	North House.
Parker, T. Austin,	Arcadia, Fla.,	Stetson Hall.



Entered as second-class matter at the post-office at DeLand, Florida, in
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July 16, 1894. Issued Quarterly.