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John B. Stetson University DeLand, Florida. Business College Announcement and Catalog

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JOHN B. STETSON UNIVERSITY
DE LAND, FLORIDA

BUSINESS COLLEGE
ANNOUNCEMENT
AND
CATALOG

Bulletin No. 2

Volume XV

DECEMBER, 1915

Stetson University



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John B. Stetson University

DELAND, FLORIDA

BUSINESS COLLEGE
ANNOUNCEMENT

AND

CATALOG

DE LAND, FLA.
THE E. O. PAINTER PRINTING COMPANY
1915

Faculty

LINCOLN HULLEY, Ph.D., Litt.D., LL.D.,
PRESIDENT OF THE UNIVERSITY

WILLIAM YOUNG MICKLE, B.S., A.M.,
DIRECTOR.

PROFESSOR OF BUSINESS ADMINISTRATION.
INSTRUCTOR IN BOOKKEEPING, BUSINESS PRACTICE, PENMAN-
SHIP AND BANKING.

MARY BELLE DENNY, Ph.B., A.M.,
INSTRUCTOR IN SHORTHAND, TYPEWRITING, BUSINESS ENGLISH,
AND STENOGRAPHER'S OFFICE PRACTICE

ESTON SMITH, A.B., Ph.B.,
ASSISTANT INSTRUCTOR IN COMMERCIAL LAW,
AND COMMERCIAL ARITHMETIC.

MRS. FLORA SMITH,
INSTRUCTOR IN COMMERCIAL GEOGRAPHY

WILLIAM J. SKINNER,
ASSISTANT IN SHORTHAND DEPARTMENT

Note.—Instructors in the Normal School and Academy
open their classes to all students in the Business College who
need more English, Grammar, Arithmetic and other subjects.



ELIZABETH HALL

It Is Our Aim:

- O give each one the best we have.
- O make our graduates our best friends.
- O give our students a better course than they can get elsewhere in the South.
- O interest ourselves in each student who comes to us, both in and out of school hours.
- O teach others how to best help themselves.
- O assist the student in developing a sound moral character as well as a practical education.
- O employ only the BEST teachers and BEST methods in order that the BEST results may be obtained.
- O assist worthy students to positions as far as we are able.
- O train young men and women for expert work; and to develop a high type of manhood and womanhood.
- O inculcate in the minds of our students "That there are two most valuable possessions which no search-warrant can get at, which no execution can take away, and which no reverse of fortune can destroy; they are what a man puts into his brain—KNOWLEDGE, and into his hands—SKILL."

Courses Offered

1. COMMERCIAL COURSE:

Bookkeeping	Rapid Calculation
Business Arithmetic	Office Practice
Commercial Law	Business Practice
Penmanship	Commercial Geography
Business English	Spelling

2. ADVANCED COMMERCIAL COURSE:

Advanced Bookkeeping
Auditing
Advertising

3. SHORTHAND COURSE:

Benn Pitman Stenography
Fuller Touch System Typewriting
Business Letter Writing
Office Dictation
Business English
Manifolding
Spelling

4. MANUFACTURING COURSE:

Budget
Modern Office Methods and Appliances

5. SPECIAL BANKING COURSE:

An exhaustive study of National, State and Private Banks.
Also the Federal Reserve Banking System.

6. DEPARTMENT OF BUSINESS ADMINISTRATION

Leading to Ph. B. Degree in the College of Liberal Arts.
Prerequisite, a Bookkeeping Diploma.

General Statement



THE popularity of this department of the University, and the increasing demand for young men and women who have a practical business and shorthand training, have been so great that the department outgrew the space originally provided for it, and in October, 1908, moved to more commodious quarters on the second floor of the North Wing of Elizabeth Hall where elegant offices for Wholesale, Bank, Commission and Freight business have been placed and separate rooms for Shorthand and Typewriting. The whole having an area of ten thousand square feet.

A careful examination has been made of the latest devices in bookkeeping practiced in the largest business houses of the country, 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.

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

Academic students are given two units or six credits for either the Bookkeeping or Shorthand course and four units or twelve credits for both courses. For information concerning the conditions for obtaining credits, see instructions under respective courses.

General Information

Location

DeLand, the "Athens of Florida," is a beautiful city which is rapidly coming to the front as the business and educational center of middle Florida. It has miles of paved streets, cement sidewalks, a good electric light system, waterworks, fire protection, numerous stores, two banks, beautiful homes and various other advantages too numerous to mention.

Here is located the John B. Stetson University, one of the largest and strongest educational institutions in the South.

The Department of Business Administration is one of its strong departments.

The location is ideal for a business school, being situated in a part of the State easily accessible by rail or the St. Johns River steamer, and the climate cannot be excelled anywhere.

Advantages of Attend- ing Stetson

In no Business College in the world will the student have as many advantages outside the school room as well as inside.

A Star Lecture Course is maintained by the University which offers from six to eight numbers through the school year which the Business College students have the privilege of attending.

Musical Recitals, Vespers, Chapel, Y. M. C. A., and Y. W. C. A., Library, and other advantages beneficial mentally, morally and spiritually are placed before the student and every effort is made to improve and entertain the student.

Athletics

College athletics are also open to the student and many games are played with other colleges.

Discipline

Attention to duty is required at all times. The value of self-control is encouraged and emphasized; it is vital to the student—as the school is the student's place of business and here he should cultivate those habits which make for a successful business career.

School is in session from 8 to 12 A. M., with ^{Hours of Study} fifteen minutes for chapel at 8:45, and from 1:30 to 3:00 P. M., five days in the week.

All absences from recitations and desk work must be O. K'd by Prof. Gordis before the student will be allowed to proceed.

Diplomas are given in the Bookkeeping, Ad-^{Diplomas}vanced Bookkeeping, Shorthand, Manufacturing, and Banking Courses upon the successful completion of the same.

The Business College closes for the four summer ^{Vacation} months of June, July, August and September, and opens at the same time as the University in the fall.

The college takes pleasure in aiding business men ^{To Business Men} to secure competent and efficient bookkeepers and stenographers without expense, from among our graduates. Knowing, at it does, its graduates thoroughly, it is in a position to place the right party. All communications in regard to this matter will be promptly answered, and considered confidential.

In many cases students are desirous of bettering ^{Do You Want a Better Position} their positions. In that case if you will communicate with us we will be glad to assist you to procure better positions. We are constantly having calls for bookkeepers and stenographers that we are unable to fill for lack of material.



DICTATION ROOM SHOWING TYPEWRITING ROOM

A Word to Those Who Wish to Increase Their Earn- ing Power

Are you working behind a counter for from 6 to 10 dollars per week when you could just as well get from 15 to 20 per week?

Are you satisfied with your present small salary, when by investing six to eight month's time at the Business College of Stetson University you can easily double your present income?

We have on our records, names of scores of young men and women graduates who are earning from \$1,000 to \$2,500 per year, who when they came to us were earning barely enough to live.

A few dollars invested now in a good commercial course at Stetson will be worth a great deal to you later on. Many a young man or woman owes his or her high paying position to a few months thorough business training. It certainly *Pays*.

A great many hold back, not being able to see their way through. If you have enough money to go two months, start out, things will open up for you.

A final word to those who don't expect to use either Bookkeeping or Stenography as a profession: A good commercial course is of great value in teaching you *system and management*. People should know the elements of Law without consulting a lawyer.

The Commercial Course

I.

The Commercial Course includes the following: **A Broad Course**
BOOKKEEPING, BUSINESS ARITHMETIC, COMMERCIAL LAW, PENMANSHIP, BUSINESS ENGLISH, RAPID CALCULATION, SPELLING, COMMERCIAL GEOGRAPHY, OFFICE PRACTICE, AND BUSINESS PRACTICE.

Bookkeeping is the corner stone upon which the structure of a business education is reared. Instruction in this subject is a judicious mixture of theory and practice as given in the Sadler-Rowe Budget system which is admitted to be the best in the world to insure individuality in the student and calls for the personal attention of the instructor which is necessary to obtain best results.

The Bookkeeping is divided into the Junior and Senior Departments. **Theory and Practice**

In the Junior Department the student is thoroughly drilled in the principles of double entry bookkeeping, learning the reasons for debiting and crediting. By introducing PRACTICE near the beginning of the course and increasing it gradually to the end, we add interest to the student's work and greatly increase his efficiency as a beginner in business life.

He opens and closes many sets of individual and partnership books, keeps a bank account, makes out Trial Balances, Balance Sheets and Statements. The various forms of business papers such as notes, drafts, checks, invoices, account sales, mortgages, deeds, bills of sale etc., are written up by the student from the day he begins the bookkeeping course. **Keeps his own Books**

In the Senior Department, the student after successfully passing the Junior Department, is admitted into Business Practice where he carries on business **Practical Application**

Offices

for himself with the different offices of this Business College as well as by daily U. S. mail with other colleges of the Eastern Association. He carries on a business correspondence, dictates letters, in fact, is a bona fide proprietor of a business in which he may gain or lose according to the ability he displays.

The cream of this course is given in the various offices of the Business College consisting of Wholesale, Commission, Freight, Bank, etc., in which the student is installed as bookkeeper and made familiar with the books peculiar to the office and with the latest office appliances, methods, etc. The work in these offices is intercollegiate, i. e., they have business relations with other colleges of the Association as well as students of this department.

Daily Checking

Each student's work consisting of incoming and outgoing mail, together with office books is carefully inspected by the manager of this department, and kept up to first grade work.

Rapid Calculation

Commercial Arithmetic and Rapid Calculation. Business men of today want employes who are rapid and accurate in their work, and with this end in view, we make our course in Commercial Arithmetic of interest and of use, giving thorough drills and short methods, making it an interesting study instead of a hard task. Among the subjects taken up are Percentage, Interest, Bank and True Discount, Stocks and Bonds, Commission, Trade Discount, Insurance, Bankruptcy, Equation of Payments, Averaging Accounts, Cash Balances, Partnership, etc.

Avoid Law-suits

Commercial Law. It is our aim to make the student familiar with the subjects of Contract, Agency, Negotiable Papers, Corporations, Partnership etc.

It is important that everyone should understand the general values which govern business transactions and the thousand and one questions constantly coming up in a business man's career.

A Good Business Letter

Business English and Correspondence. To be able to write a good business letter, correct in form and

subject matter, is an important recommendation and with this end in view the different essentials such as paragraphing, punctuation, sentence structure, use of capital letters, form, salutation, dating, etc., are carefully taught and illustrated in actual correspondence with other schools.

Penmanship, while not as important as some of ^{A Good Asset} the other subjects of this course, occupies an important position. If two bookkeepers of equal ability in all lines except penmanship apply for the same position, the better penman of the two will get the position every time. We teach a plain business hand which is neat and easily read. The muscular movement brings best results. How often our time is taken up and patience tried trying to decipher some almost illegible scrawl.

Commercial Geography. In these days of rapid ^{Commerce—the Life Fluid of the World} increase in productions and corresponding expansion of commerce among the different countries of the world, and the readjustment of commercial relations among the different nations now at war, this country is to play the principal role and by means of its great railroads, canals—particularly the Panama Canal;—the study of these important means of communication is very important, and we lay especial emphasis on productions as qualified by location, altitude, winds, ocean currents, etc., exports and imports, on industries as regards location of coal mines, iron mines and water power; on methods of transportation as developed on the great highways of modern commerce, the railroad and water comprising the oceans, canals and rivers.

Spelling is one of the most important subjects, ^{Can You Spell?} yet one that is most often neglected. It is required of every one unless marked proficiency is shown. A poor speller stands no chance in a modern business office, this applies alike to bookkeepers and stenographers.

We give thorough drills in pronunciation, use and spelling of words used in common every day life.

II.

Advanced Commercial Course

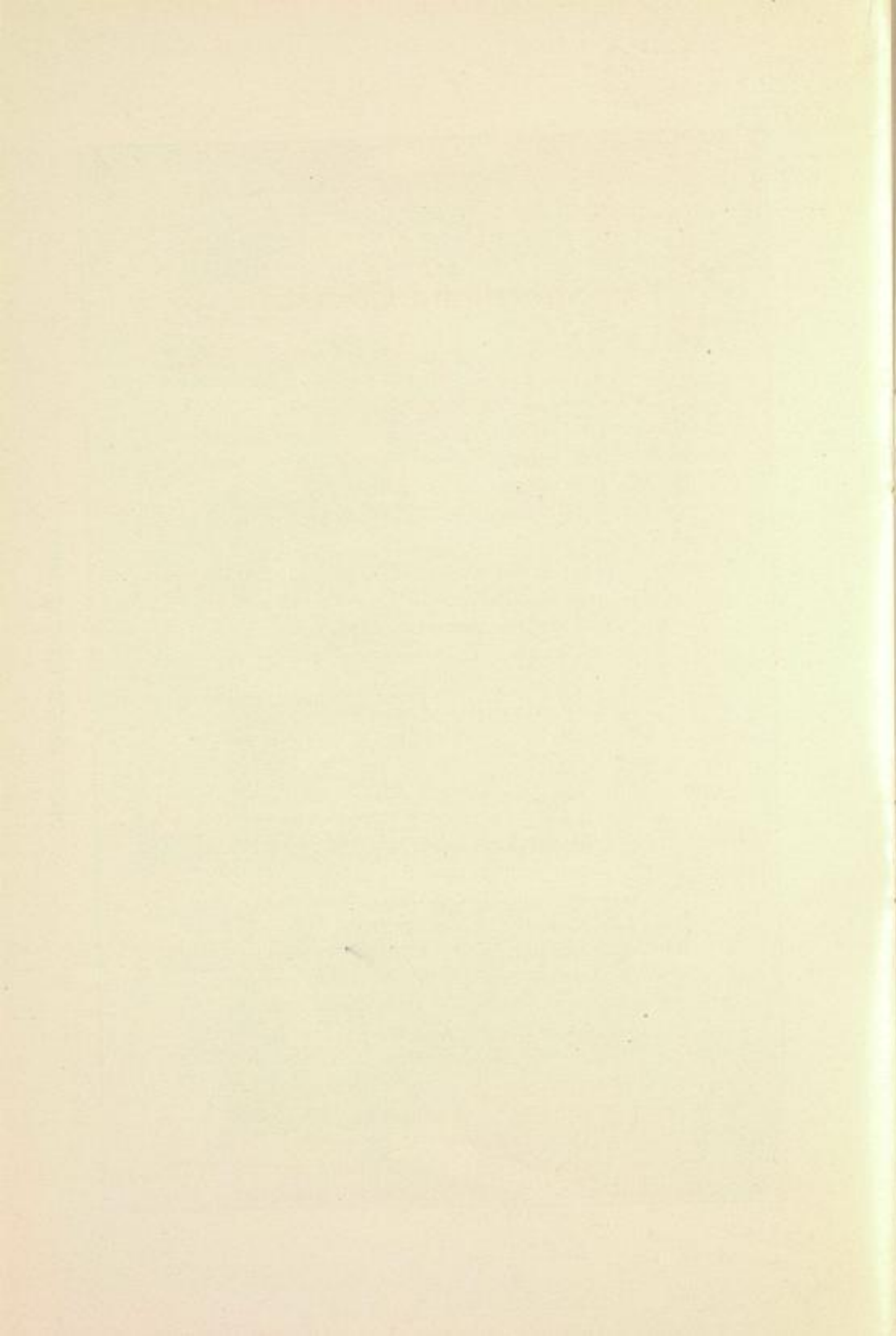
Advanced Bookkeeping. Many students decide they wish to become certified public accountants and with this end in view we offer advanced work in Bookkeeping, taking up phases of accounting not touched upon in the elementary course. The certified public accountants are the highest paid of any in commercial lines but the requirements are great.

Auditing. In this course the student is engaged in more intricate transactions, inspects and corrects sets of books which are out of balance; studies modern business methods and how to apply them; becomes an authority on departmental cost production and factory efficiency.

Advertising. An instructive course in newspaper and window advertising is given. This subject has lately come to the front in a remarkable manner and millions of dollars are spent each year.



OFFICE PRACTICE DEPARTMENT



III.

The Shorthand Course

We teach the Benn Pittman system of Shorthand The Best Method which is conceded to be the best, for it is a system which combines speed and legibility and by our method of teaching is quickly learned. It is called by the U. S. Commissioner of Education, the "American" system, and is written by the leading shorthand reporters, including those employed by the U. S. Government.

We aim to teach this subject in a practical manner, that is, uniting theory with practice in such a manner that it excites interest in the student and makes of the subject, not a grind, but an interesting science. Thoroughness

Typewriting. We teach the Fuller "Touch Method of Typewriting" whereby the operator secures greater speed and accuracy than by the old "sight" methods.

What would a pianist amount to who was compelled to look at the keys while playing. By the touch method the operator confines his attention to his copy and so loses no time glancing from copy to machine. This method is easily learned. The Only Method

A stenographer's value to his employer depends in a large measure upon his ability to read his notes Accuracy and Speed READILY and ACCURATELY and typewrite RAPIDLY.

From the very beginning this is kept before our students, and our graduates are in great demand, for the reason that their work is rapid and accurate. No student is graduated from either department whom we are not willing to recommend.

Business Letter Writing and Business English Graduates In Demand are required in the Shorthand Course, and letter

forms of various kinds, "followup" letters, carbon copying and manifolding are taught and put in practice by our more advanced students.

**A Great
Advantage**

During the Spring Term our advanced students are required to attend moot court trials of the Law Department, and act as court stenographers, thus getting valuable practice in this line of work that no other school in the South can offer.

**Office
Dictation**

In addition to this, the shorthand students take all letters from the offices in the Business Department which in itself is a valuable part of the course.

Spelling in this course is the same as given in the Bookkeeping course except a higher passing mark is required.

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

Grades

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 from shorthand notes at a required speed of twenty words per minute and thirty words a minute from printed matter.

The second grade requires a shorthand speed of one hundred words a minute, and a typewriting speed of forty words per minute from printed matter and twenty words a minute from Shorthand notes.

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

TYPEWRITING AWARDS

HONOR STUDENTS IN TYPEWRITING.

Pennants

(Remington)

Ruth Wallace
 Genevieve Humeston
 Eugene Brantley
 Edith Buck
 Elsie Ward
 Annie Craton
 Margaret Fluhart
 Lucile Fluhart
 Gordon M. Dickinson
 Ladd Brooks
 Ruth Bourlay
 Lewis W. Pattillo
 Marian Beardsley
 Bessie McMahan

Card Cases

(Remington)

H. A. McPherson
 Ralph Tavel
 Ray M. Griffin
 Wiletta Elliott
 Esther Stiles
 Edith Buck
 Ruth Wallace
 Bessie McMahan
 Margaret Fluhart
 Lucile Fluhart
 Marian Beardsley
 Eugene Brantley
 Genevieve Humeston
 Gordon M. Dickinson

Gold Medal

(Remington)

Edith Buck

Certificates

(Underwood)

Genevieve Humeston
 Ruth Wallace
 Eugene Brantley
 Bessie McMahan
 Esther Stiles

IV.

Manufacturing Course

**A New
Subject**

It is the object in this course to give to students thorough instruction in a branch that until recently has been little touched upon by business colleges.

The student starts in with a budget which combines theory with practice in such a manner that the principles of modern manufacturing are placed in a new light and the importance of this subject is put on a plane where it belongs.

**Special
Training**

The great manufacturing concerns of the age want men who are quick to catch on new methods and appliances that will lower the cost of production and increase the margin of profit. Our course is designed to give just such a training.

A student to be eligible to take this course must have successfully completed the bookkeeping course.

V.

The Banking Course

**Purpose of
this Course**

In this course a careful study is made of the systems of National, State, and Private Banks; also the new Federal Reserve System and its effect on our financial conditions.

We follow the same principles in this as in other courses, of using the budget system, as we are convinced after years of experience that it is the most *practical* method of teaching the subject.

The different papers used, such as bills of exchange, cashier checks, certified checks, bank drafts, clearing house statements, remittances, etc., are written and used by the students in actual business practice in the Stetson College Bank.

We hold that a knowledge of the manner in which banks are conducted as well as the systems

of bookkeeping they use is an important part of a training for business.

A study is made of the organization of the different kinds of banks; their officers; the banking laws of the different States, (for state and private banks); a clearing house and its use; city banks and country banks and a host of other details that make up the modern banking system.

VI.

Business Administration

WILLIAM YOUNG MICKLE, B.S., A.M.

Recognizing the fact that modern business conditions demand men especially trained along business and legal lines, the University has added the Department of Business Administration to the College of Liberal Arts, feeling sure that by so doing it is meeting a demand which is constantly growing.

The courses in Business Administration are four-year programs of study for students in the College of Liberal Arts and are arranged with especial reference to those young men and women who are looking forward to business careers and desire a training that will fully equip them for this important work.

Only those students who have completed sufficient work to entitle them to enter the Freshman Year of the College of Liberal Arts, are eligible to enter this department. A diploma in Elementary Bookkeeping is also a prerequisite to this course.

The completion of the course herein described leads to the Degree of Bachelor of Philosophy.

BUSINESS ECONOMICS—PRINCIPLES OF ACCOUNTING.

This course extends through the three terms of the Sophomore year and embraces the subject of ac-

counts as interpreted by the laws of double-entry; the relation of accounts and their uses, explained and illustrated by a process of logical induction and philosophical reasoning; money—its origin and use; value and what determines it.

HISTORY OF INDUSTRY AND COMMERCE.

This course extends through the three terms of the Junior Year and is particularly valuable to those students who intend to engage in manufacturing or the various forms of transportation.

From time immemorial, the manufacture of articles necessary to the welfare of the human race, and the problem of the dissemination of these articles, has been closely related to the expansion and advancement of civilization.

A particular study will be made of the causes and probable effects of the many and various industrial organizations, also commercial, upon the body politic of this country.

ENGLISH I, II, III, MATHEMATICS I, II, III, and MODERN LANGUAGE I, II, III, which are required in the FRESHMAN YEAR; HISTORY OF CIVILIZATION I, II, III, and MODERN LANGUAGE IV, V, VI, which are required in the SOPHOMORE YEAR; PHILOSOPHY, (Metaphysics, Psychology, Logic), AMERICAN HISTORY and CIVICS and ENGLISH VII and IX of the Senior Year, are given in the respective Departments of the College of Liberal Arts.

ELEMENTARY LAW, CONTRACTS and REAL ESTATE of the Junior Year; BILLS and NOTES, CORPORATIONS and CONSTITUTIONAL LAW of the Senior Year are the same courses taken by the Juniors and Seniors of the College of Law who upon graduation are admitted to the practice of the Law of Florida by the Supreme Court of the State.



CHAUDOIN HALL



STREET SCENE ON CAMPUS

Summary

**Require-
ments to
Enter**

A student to get along well either in the Bookkeeping or Shorthand Course should have completed at least the ninth grade, and the further along through High School the student has progressed the more he will get out of the course.

The department will accept no student who has not completed the public school work, except as a special student.

Students who enter without sufficient preparation are required to take the subjects they lack in the Academy.

Grades

A grade of ninety words out of one hundred in the Bookkeeping Department, and ninety-five words out of one hundred in the Shorthand Department, is required to pass the subject of spelling.

Reports

The Director of the Business Department sends monthly reports to the parents or guardians of students registered in either Shorthand or Bookkeeping in the belief that parents should be kept informed of the progress of their children.

**Inspection
Invited**

The department welcomes letters from parents of students with us as we have an interest in the welfare and progress of each student and take pleasure in answering all inquiries.

A personal inspection of our work and equipment on the part of the public is cordially invited by the department as we believe that our work is our best advertisement.

**Enter at Any
Time**

As the work of both departments is strictly individual, the student can enter at any time and, after completing the course, leave, regardless whether the school term has expired or not.

While we advise a student who has once entered to by all means complete the course, it often happens for various reasons, he is compelled to leave for a season. In such instances, too few return to finish.

With us they can begin where they left off, and complete the course at any time.

BOOKKEEPING.

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.

Academy
Credits

SHORTHAND.

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

BOOKKEEPING.

The time required to complete this course depends upon the individual, according to the ability, aptitude and preparatory training of the student, and varies from six to eighteen months, but will usually average the school year—eight months.

Time
Required

Even a short course is beneficial but we would advise none to enter without a definite purpose in view.

A good many business colleges advertise short courses and cheap tuition and the student gets short POSITIONS and cheap INSTRUCTION.

SHORTHAND.

The length of time in this course varies from the same reasons as in the bookkeeping course and usually takes from six to twelve months. A student of ability usually gets a second grade and sometimes a first in the school year—eight months.

BANKING.

This course usually takes from six to twelve weeks to complete.

Situations

While we are always ready to assist our graduates to positions and have done so in many cases we do not guarantee to do so for it is not a business method and is not followed by a majority of the best schools of the country.

If a graduate is worthy, he or she has no trouble in securing a position with our help. Our graduates are numerous and are found in some of the most important positions in the State and the South, and to them we refer you as our friends and well-wishers. We have more opportunities to fill positions than we have graduates for them.

List of Students 1914-15

BOOKKEEPING DEPARTMENT

<i>Name</i>	<i>Residence</i>	<i>DeLand Residence</i>
Baisden, Summer,	Live Oak, Fla.,	Conrad Hall.
Barstow, Lewis S.,	Palatka, Fla.,	Conrad Hall.
Budd, Hilda,	Leesburg, Fla.,	Chaudoin Hall.
Burdick, Earl,	Daytona, Fla.,	Conrad Hall.
Burns, C. C., Jr.,	Tampa, Fla.,	Conrad Hall.
Carpenter, Ruth,	DeLand, Fla.,	E. New York Ave.
Caine, L. S.,	Palatka, Fla.,	Conrad Hall.
Carson, W. Z.,	Greenville, S. C.,	Sigma Nu House.
Christopher, Edna,	DeLand, Fla.,	Chaudoin Hall.
Conrad, Austin,	Glenwood, Fla.,	Glenwood.
Dickinson, Gordon M.,	DeLand, Fla.,	Wisconsin Ave.
Divine, Wilbur F., Jr.,	St. Petersburg, Fla.,	Conrad Hall.
Douglas, Shirley,	DeLand, Fla.,	Boulevard.
Dunson, W. P.,	Auburndale, Fla.,	Conrad Hall.
Frederickson, Elenora,	Jensen, Fla.,	Chaudoin Hall.
Fuller, Frank,	New Smyrna, Fla.,	Conrad Hall.
Fuller, Raymond,	Orlando, Fla.,	Conrad Hall.
Fussell, Belle,	Leesburg, Fla.,	Chaudoin Hall.
Gardner, Frances,	DeLand, Fla.,	Rich Ave.
Gill, James W.,	Anthony, Fla.,	Conrad Hall.
Hankins, Albartus,	Daytona, Fla.,	Boulevard.
Higginbotham, Earle,	DeLand, Fla.,	Minnesota Ave.
Howell, W. H.,	Leesburg, Fla.,	Conrad Hall.
Jackson, N. S.,	DeLand, Fla.,	Clara Ave.
Johnson, Harvey,	Jacksonville, Fla.,	Conrad Hall.
Johnston, Paul,	DeLand, Fla.,	Michigan Ave.
Jones, Milton,	DeLeon Springs, Fla.,	DeLeon Springs.
Klingaman, Kenneth,	DeLand, Fla.,	Michigan Ave.
Klingaman, Fowler,	DeLand, Fla.,	Michigan Ave.

BOOKKEEPING DEPARTMENT (Continued)

<i>Name</i>	<i>Residence</i>	<i>DeLand Residence</i>
Lewis, Clyatt,	Miami, Fla.,	Conrad Hall.
Maltby, Adin,	Hastings, Fla.,	Conrad Hall.
Miller, Joe C.,	Haines City, Fla.,	Stetson Hall.
Miller, Noble,	DeLand, Fla.,	Clara Ave.
McDonald, J. P., Jr.,	Shelbyville, Tenn.,	Conrad Hall.
Pattillo, Lewis,	DeLand, Fla.,	Minnesota Ave.
Prather, Carlisle,	DeLand, Fla.,	Boulevard.
Price, H. W.,	Miami, Fla.,	Conrad Hall.
Shelley, Robert J.,	Larkins, Fla.,	Conrad Hall.
Sims, Howard J.,	Orlando, Fla.,	Conrad Hall.
Smith, Homer,	DeLand, Fla.,	W. New York Ave.
Smythe, Vernon,	Chicago, Ill.,	Conrad Hall.
Tavel, Ralph,	Palatka, Fla.,	Conrad Hall.
Thomas, Edwin L.,	Tallahassee, Fla.,	Rich Ave.
Treanor, Ralph,	South Bend, Ind.,	Conrad Hall.
Travis, R. S.,	Cocoa, Fla.,	Stetson Hall.

SHORTHAND DEPARTMENT

<i>Name</i>	<i>Residence</i>	<i>DeLand Residence</i>
Beardsley, Marian,	Jensen, Fla.,	Chaudoin Hall.
Bourlay, Ruth,	Leesburg, Fla.,	Chaudoin Hall.
Brantley, Eugene C.,	Stuart, Fla.,	Stetson Hall.
Buck, Edith,	Palatka, Fla.,	Chaudoin Hall.
Budd, Hilda,	Leesburg, Fla.,	Chaudoin Hall.
Cavey, Margaret,	Jacksonville, Fla.,	Chaudoin Hall.
Corbett, Bertha,	Palatka, Fla.,	Rich Ave.
Craton, Annie,	DeLand, Fla.,	University Place.
Elliott, Wiletta,	DeLand, Fla.,	Boulevard.
Fluhart, Lucile,	DeLand, Fla.,	University Ave.
Fluhart, Margaret,	DeLand, Fla.,	University Ave.
Humeston, Genevieve,	DeLand, Fla.,	Pennsylvania Ave.
Hyers, Thelma,	Palatka, Fla.,	Chaudoin Hall.

SHORTHAND DEPARTMENT (Continued)

<i>Name</i>	<i>Residence</i>	<i>DeLand Residence</i>
Jackson, Cora,	DeLand, Fla.,	Clara Ave.
Kilgore, Katherine,	Clearwater, Fla.,	Chaudoin Hall.
Martyn, Frederick,	Conway, S. C.,	Boulevard.
McClellan, Annie,	Daytona, Fla.,	Chaudoin Hall.
McMahan, Elizabeth,	Dade City, Fla.,	Minnesota Ave.
Nutt, Mary H.,	Tavares, Fla.,	Chaudoin Hall.
Pattillo, Lewis W.,	DeLand, Fla.,	Minnesota Ave.
Peake, Elizabeth,	DeLand, Fla.,	Clara Ave.
Rose, Muriel,	Tallahassee, Fla.,	Chaudoin Hall.
Scadeng, Kathleen,	Hastings, Fla.,	Chaudoin Hall.
Stiles, Esther,	DeLand, Fla.,	Minnesota Ave.
Travis, Anita,	Cocoa, Fla.,	Chaudoin Hall.
Wallace, Ruth,	Fort Myers, Fla.,	Chaudoin Hall.
Ward, Elsie,	DeLand, Fla.,	Howry Ave.
Woodward, Florence,	Tavares, Fla.,	Chaudoin Hall.

SPECIAL STUDENTS IN THE BUSINESS COLLEGE

<i>Name</i>	<i>Residence</i>	<i>DeLand Residence</i>
Barney, Flavio,	South America,	Stetson Hall.
Coleman, Lewis,	DeLand, Fla.,	Clara Ave.
Curran, Russell D.,	DeLand, Fla.,	Sigma Nu House.
Davis, C. B.,	Jacksonville, Fla.,	Phi Beta Psi House.
Dodge, J. P., Jr.,	St. Augustine, Fla.,	Phi Kappa Delta House.
Gardiner, W. J.,	Daytona, Fla.,	Phi Kappa Delta House.
Jennings, S. Bryan,	Jacksonville, Fla.,	Phi Kappa Delta House.
Johnson, Allen P.,	Lancaster, Ky.,	Minnesota Ave.
Kanner, A. O.,	Sanford, Fla.,	Conrad Hall.
Kasey, Louise,	Houston, Va.,	Boulevard.
Ladd, Brooks,		Chaudoin Hall.
Miller, Hattie,	Tavares, Fla.,	Chaudoin Hall.
Moore, Chas.,	Carrabelle, Fla.,	Stetson Hall.
Pattishall, W. A.	Geneva, Fla.,	Phi Kappa Delta House.

SPECIAL STUDENTS IN THE BUSINESS COLLEGE (Continued)

<i>Name</i>	<i>Residence</i>	<i>DeLand Residence</i>
O'Gwin, J. E.,	Manatee, Fla.,	Conrad Hall.
Peterson, Rudolph,	Pierson, Fla.,	Conrad Hall.
Peacock, H. Blaine,	Tampa, Fla.,	Phi Beta Psi House.
Ramsey, Susie,	Miami, Fla.,	Chaudoin Hall.
Roseborough, Douglas,	DeLand, Fla.,	Rich Ave.
Schaeffer, Evelyn,	Leesburg, Fla.,	Chaudoin Hall.
Smith, Mrs. Flora,	DeLand, Fla.,	Boulevard.
Stephens, Wm.,	DeLand, Fla.,	University Place.
Swain, Martha,	Lemon City, Fla.,	Chaudoin Hall.
Taylor, Chas. O.,	Ottumwa, Ia.,	Conrad Hall.
Teate, Ruth,	DeLand, Fla.,	Voorhis Ave.
Thomas, Elwyn,	DeLand, Fla.,	Florida Ave.
Vaile, Chas.,	DeLand, Fla.,	Minnesota Ave.
Walters, Mary,	DeLand, Fla.,	Howry Ave.

Expenses

BOOKKEEPING AND SHORTHAND.

Tuition, per month of four weeks-----\$9.00

TYPEWRITING.

Tuition, per month of four weeks-----\$1.00

An office fee of \$2.50 is charged to those who take work in the office. This is to cover cost of books, blanks, stationery, etc., used.

A charge of \$2.00 is made for a diploma. A general matriculation fee of \$2.00 is charged all students by the University.

Books and blanks used throughout the course cost from \$5.00 to \$10.00 depending on the course taken.



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