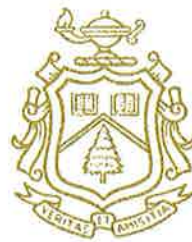


JONES BUSINESS COLLEGE
A JUNIOR COLLEGE OF BUSINESS

CATALOGUE
1962-1963



Catalog of

JONES BUSINESS COLLEGE

9 NORTH HOGAN STREET
JACKSONVILLE, FLORIDA

14 EAST CHURCH STREET
ORLANDO, FLORIDA

Accredited By

The Accrediting Commission for Business Schools
Washington, D. C.

As A

JUNIOR COLLEGE OF BUSINESS



and

The **WALSH** *School*

139 N. E. First Street, Miami, Florida
Certified by the National Shorthand Reporters Association
for training Court and Convention Reporters



Member

United Business Schools Association
National Machine Accountants Association
National Association of Foreign Student Advisors
National Office Management Association
Southeastern Business College Association
Jacksonville Chamber of Commerce
Orlando Chamber of Commerce
Miami Chamber of Commerce



Chartered By

The State of Florida As A Non-Profit Educational
Institution with Authority to Confer Collegiate
Degrees



EXECUTIVE OFFICES
JACKSONVILLE, FLORIDA
132 WEST BAY STREET

Academic Year 1962 - 1963



J. Frank Dame, President of the College. Dr. Dame moved from Florida State University, where he served as Head of the Business Education Department, to accept the presidency of Jones Business College in September 1961. He is well known as an author of several books and numerous articles, including a professional book in the field of guidance, and several textbooks in the field of typewriting and general business.

Jack H. Jones, Chairman of the Board of Trustees. Mr. Jones served as President of the College from 1944 to 1961. A specialist in the field of federal taxation and labor relations, he served successively as Supervising Investigator, U. S. Department of Labor, Coordinator of Wage Stabilization, and Tax and Labor Advisor for the Estate of Alfred I. duPont. In 1960 he was elected President of the National Association and Council of Business Schools.



TO HELP YOU PLAN FOR TOMORROW

In making your career plans, there are many inviting opportunities from which to choose.

You will want to enjoy a secure and happy future. You will want to earn a good income in a position of dignity and respect in the community. You will want to choose a vocation in which there are opportunities to make the most of your talents and your education.

The following pages present suggestions on how you can win a happy and prosperous tomorrow in the field of business. You will learn here about the broad scope of talents which business employs; the exceptional opportunities for worthwhile earnings and advancement which it affords.

You will discover how you can get an early start, and win more rapid advancement, through specialized business training. You will see how this institution can help you to save time and money in securing your business training; and assist you in getting your first position.

We invite you to read these pages with your future in mind.

PROFESSIONAL RECOGNITION

2. General education of students planned to help our graduates become socially competent members of their communities to the degree that each can appreciate and successfully handle the many human relations problems that will be encountered.
3. To provide the best qualified instructors and the most modern equipment available at the most economical cost.
4. To assist and guide our graduates in selecting and obtaining employment, and in the maintenance of a lifetime free employment service for them.

Recognition and Accreditation

Jones Business College is a specialized Junior College of Business. It is a coeducational, non-sectarian, non-profit educational institution, chartered by the State of Florida.

The college has been recognized as an institution of higher learning by the United States Office of Education, and has been listed in the Educational Directory, Part 3: Higher Education, published by that agency.

The Walsh School, founded in 1927, became a South Florida Branch of Jones Business College in October 1962. An application for accreditation is now pending before the Accrediting Commission for Business Schools. The Walsh School is the only school in South Florida that is certified by the National Shorthand Reporters Association for training Court and Convention Reporters.

Approved by the Florida State Department of Education

The college is approved by the State Department of Education for the training of business teachers who have the necessary prerequisites.

Recognized by the United States Veterans Administration

The college is approved for the training of veterans under Public Law 550, administered by the United States Veterans Administration. Approval for training veterans is authorized by the Florida State Approval Agency for Private Schools.

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

FACULTY AND STAFF

Administrative Staff

J. Frank Dame	President of the College
Ralph H. Hanna	Executive Vice-President
Delores C. Jones	Vice-President and Director, Jacksonville
J. D. Schuster	Dean, and Director, Orlando
Mary F. Crump	Vice-President and Guidance Director
Joyce B. Lawson	Director Evening Division, Jacksonville
Harrison J. Laney	Educational Director
Elizabeth Shults	Registrar, Jacksonville
James K. Eller	Registrar, Orlando
Dorothy Lindsay	Registrar, Miami
Jean Sandberg	Assistant Director, Orlando
C. E. Miles	Student Counselor
Estelle Sanders	Student Counselor
Lewis Williamson	Student Counselor
Mary F. Wood	Administrative Assistant, Jacksonville
James A. Mosebach	Administrative Assistant, Orlando
Mellie L. Chambers	Executive Secretary, Jacksonville
Patricia Fisher	Registration Secretary, Jacksonville
Betty Condon	Registration Secretary, Orlando
Dorothy Phillips	Secretary, Jacksonville
Angeline Brentnell	Receptionist, Jacksonville
Marguerite Crollly	Accountant
Genevieve Collins	Senior Dormitory Housemother
Jack Holt	Printing and Publications
Jack Erwin	Building Superintendent
Joseph Griffey	Maintenance, Jacksonville
John Weaver	Maintenance, Jacksonville
Carl Woodruff	Maintenance, Orlando

Faculty

The teacher ideally qualified for a school of business training is one who has received an academic education to qualify in the field of education; who has been prepared through education in business subjects to specialize in the area; who has experienced in actual employment the theories and procedures learned in school; and who has the personal attributes and interests of a teacher. Every instructor in Jones Business College is selected on this basis.

Among the faculty members of JBC are alumni of prominent colleges and universities, men and women of thorough technical training and with wide and successful experience in their special subjects. All are men and women of high character and wholesome personalities able to inspire students to the best work of which they are capable.

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

FACULTY AND STAFF

FACULTY

Secretarial Science

Accounting and Business Administration

Fay H. Alexander, B.A.	Jacksonville
Hansford D. Beard, B.S., B.A.	Jacksonville
Clyde W. Brown, A.A., B.B.S.	Jacksonville
Johnette Fulton, B.B.A.	Jacksonville
William T. Gibson, B.S.E.	Jacksonville
William T. Harrison, B.S.	Jacksonville
Lynda F. Henry, A.B.J.	Jacksonville
David Q. Jones, B.A., M.A.	Jacksonville
Harrison J. Laney, B.A., M.A.	Jacksonville
Jean Laughlin, B.M.	Jacksonville
William P. Miller, B.A., B.S.	Jacksonville
Ann Palmer, A.A.	Jacksonville
Daniel C. Palmer, A.B., B.A., M.A.	Jacksonville
Gerald M. Platock, M.D.	Jacksonville
Edwin E. Sapp, M.D.	Jacksonville
Gerald E. Schemer, B.S, B.A., C.P.A.	Jacksonville
William G. Simms, B.S.E.	Jacksonville
Gladys M. South, B.S.	Jacksonville
John H. D. Spencer, B.A., M.A., Ph.D.	Jacksonville
Edwin E. Ward, B.S., M.A.	Jacksonville
Margaret P. Blair, B.S.S.	Orlando
Leland M Corey, Insurance Specialist	Orlando
Mary F. Crump, B.A.	Orlando
Jorge Flechas, B.A., M.A.	Orlando
Pauline A. Grant, B.S.	Orlando
Wallace D. Holland, B.B.A.	Orlando
Hattie Brown Johnson, B.A., M.A.	Orlando
Nancy S. Longbottom, B.S.	Orlando
Will Potash, P.A.	Orlando
Jean E. Sandberg, B.S.	Orlando
Patricia L. Spooner, B.S.	Orlando
Glenn H. Wendell, B.S.	Orlando
Collis H. White, LL.B.	Orlando
Irene Bentley, B.A.	Miami
Dorothy Lindsay, B.S.	Miami
Elizabeth Montgomery, A.A.	Miami
Diane R. Skor, B.Ed.	Miami
Elizabeth G. Smith, B.A.	Miami
John Weisend, LL.B., LL.M.	Miami



BUSINESS TRAINING DOESN'T COST -- IT PAYS !

POSITIONS IN BUSINESS

Finally, there is growth and progress in this field for both young men and women--growth in rank and income. Graduates of both sexes advance to important, responsible, and high-salaried positions. There are few factors so stimulating as progress.

Social values are important. Your standing in the community, the friends you make, and your marriage--all of these will be influenced by the kind of work you do. It will also determine with whom you will work and associate.

Careers in Business

The young man or woman, making plans for a successful tomorrow, must give serious consideration to the hundreds of high salaried positions available today in the field of business.

In the Jacksonville and Orlando area, and throughout Florida and Georgia you may select the line of business most attractive to you from the following list of the most important lines of endeavor.

Secretary	Administrative Assistant	Court Reporter
Medical Secretary	Credit Supervisor	Bookkeeper
Legal Stenographer	Executive Secretary	Auditor
Stenographer	P.B.X. Receptionist	Steno-clerk
I.B.M. Machine Operator	Comptometer Operator	Personnel Director

Each line of business listed above offers excellent opportunities to the man or woman seeking financial security, a pleasant occupation, success and happiness.

Jobs for Women

The last United States census disclosed that more than one third of all employed women were in office or management positions. The average annual income of these women was found to be considerably more than that of any other major occupational group.

The Jones Business Colleges, in Jacksonville and Orlando, have for many years received more calls for their graduates than the number of graduates available for the following positions.

Wholesaling	Civil Service	Construction
Textiles	Public Utilities	Retailing
Transportation	Banking	Real Estate
Insurance	Manufacturing	Professional Services



BUSINESS TRAINING DOESN'T COST -- IT PAYS !

BUSINESS AND CIVIL SERVICE

The United States Government is the world's largest employer. Government positions are available in your own locality--in Jacksonville and Orlando, as well as in Washington, D. C. and abroad.

In addition to Federal positions, many fine positions are available under city, county, and state civil service.

The U. S. Civil Service wage rates shown below do not include extra pay for positions with "secret" or "critical" agencies, nor does it include extra compensation paid for overseas jobs. Current Government monthly rates:

	FROM	TO
Typist	\$271 .25	\$321 .25
Stenographer	314.00	385.00
Secretary	340.00	520.83
Accountant	340.00	855.00

THE YOUNG MAN IN BUSINESS

Office Automation

There's a big demand, and big rewards, for trained personnel to operate the new IBM automated office machines. This could be your big opportunity! Business techniques are growing by leaps and bounds--faster, more efficient means of getting things done are demanded. An IBM Tab Installation can now do the work formerly done by an entire office staff of clerks.

To operate the new machines, a new profession of workers is growing up, well paid, with new prestige. Each month more ads appear for skilled automation operators, and the demand keeps growing.

Here is where you can fit in. By learning the skills of automation now, you can be in the forefront of America's technological revolution. You can earn more; your services will be in ever greater demand. Read about this training program on pages 20 and 21.

Home Office Insurance Positions

The young man planning his future cannot afford to overlook the careers in home office insurance. Regular Business Administration training constitutes the basic requirements for insurance careers. Specialized training offered by J.B.C. will prepare you for success in the actuarial, statistical, or underwriting divisions of the many home office insurance firms in this area.

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

GUIDANCE AND ADVISEMENT

J. B. C. CAREER GUIDANCE

Jones Business College's vocational guidance counselors are waging a mighty battle against the old problem of the round peg in the square hole--with noteworthy success. The J.B.C. Career Guidance Department takes over the problem on your first day in school. All new students are given (at no additional cost) a complete battery of aptitude, ability, interest, and personality tests made up especially for this purpose by a leading psychometric testing laboratory. In addition, new students are given special knowledge and skill tests in subjects prerequisite to business training.

Career Guidance has already proved its merit to the student, the school, and the business community. It has four purposes:

1. To measure psychologically, and record the aptitudes, abilities, and interests of each student, and to use this information in adjusting the student's schedules and training program accordingly. The tests also provide an index of personality factors including emotional stability, degree of self-reliance, introvertive, and extrovertive tendencies, sociability, and degree of dominance or submission in face-to-face situations. A full report of these findings will be furnished parents on request.
2. To engender success consciousness in all students. This is accomplished through individual student conferences; orientation classes; special training in personality development; special lectures to students on office etiquette, and how to apply for positions; and Charm and Finishing classes for young ladies.
3. To start the student's contact with outside business offices long before graduation by means of part-time positions in the afternoon after school hours.
4. To record information from the above sources in the J.B.C. Employment Department records so that the right graduate will find the right position in which to start a successful business career.

From your first day as a student, these test results are used to help you obtain part-time positions while attending school and later, when you graduate, the full-time position of your choice. All of the positions supplied you by the college Employment and Vocational Guidance Department are at no cost to you or your future employer. This service is free for your lifetime as a graduate of J.B.C.

We help our students make valuable contacts with business men and women through field trips to offices, plants, and stores; attendance at luncheon clubs and business meetings.

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

COURSES OF STUDY

BUSINESS ADMINISTRATION COURSE MAJORS (Continued) (See page 25 for list of elective subjects)

Medical Secretarial

Shorthand I	6
Shorthand II	4
Shorthand III	4
Shorthand IV	4
Transcription	3
Typewriting III	2
Typewriting IV	2
Secretarial Practice	2
Anatomy and Physiology	3
Dietetics and Nutrition	1
Records Administration	2
Clinical Laboratory Technique	2
Professional Ethics	2
First Aid	1
Reception Room and Telephone Technique	1
Medical Terminology	3
Communications 201	3
Communications 202	3
Plus Electives	3

Accountancy Major

Accounting 102	4
Accounting 103	4
Accounting 104	4
Accounting 204	4
Accounting 205	6
Business Law I	3
Business Law II	3
Business Machines I	3
Business Machines II	3
Automation Accounting I	4
Automation Accounting II	6
Automation Fundamentals	3
Federal Tax I	4
Federal Tax II	4
Business Organization and Management	4
Credits and Collections	4
Money and Banking	4
Plus Electives	16

Office Automation

Automation Fundamentals	3
Accounting 101	4
Accounting 102	4
Automation Accounting I	4
Automation Accounting II	6
I.B.M. Machines:	4
024 Card Punch - 082 Sorter	
026 Card Punch - Programming	
Verification Duplication	
Electronic Data Processing:	8
Collator - Interpreter	
Reproducing Punch	
403 Accounting Machine	
Filing and indexing	2
Communications 201	3
Communications 202	3
Plus Electives	4

Management Major

Office Management	4
Personnel Management	4
Advertising	4
Credits and Collections	4
Business Organization and Management	4
Accounting 102	4
Accounting 103	4
Federal Tax	4
Case Problems in Management	6
Salesmanship	4
Public Speaking	4
Insurance I	4
Insurance II	4
Automation Fundamentals	3
Business Law I	3
Business Law II	3
Real Estate I	4
Plus Electives	16

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

COURSES OF STUDY

AUTOMATION ACCOUNTING COURSE

Required for Graduation: 66 Quarter Hours

Accounting 101	4	I.B.M. Business Machines . . .	4
Accounting 102	4	024 Punch 082 Sorter	
Accounting 103	4	026 Punch Programming	
Automation Fundamentals . .	3	056 Verifier Duplication	
Automation Accounting I . .	4		
Automation Accounting II . .	6	I.B.M. Data Processing Machines	9
Business Mathematics I . . .	4	089 Collator	
Business Mathematics II . . .	4	514 Reproducing Punch	
Business English	4	403 Accounting Machine	
Filing and Indexing	2		
Typewriting I	6	Electives	4
Typewriting II	4	(See page 25)	

NOTE: This course is not offered in the Orlando division of Jones Business College. The course includes thorough instruction in Machine Functions, Field Selection, Sorting, Merging, Group Printing, Summary Punching, Comparing, Set-up Change, Emitting Information, Matching, Gang Punching, Control Panels, Interspersed Punching and Program Control.

Limited Training Facilities Available

10,000 Machine Accountants were on the job in 1947 and 20,000 in 1958. The present total, according to the National Machine Accountants Association, is 58,000. This figure does not include thousands of assistants and helpers. Assuming no increase in the rate of expansion, this means that 75,000 Machine Accountants and many more assistants and helpers will be needed by 1962.

Due to the recent development of Automation and the very limited number of training facilities available, most of those presently employed in this profession have been literally self-educated in machine accountancy. As a result the demand for trained personnel far exceeds the available supply.

No doubt about it, office automation has come of age. You see the automatic office in a dramatic setting in the U.S. Old-Age and Survivors Insurance offices in Baltimore. There, served by a handful of skilled Machine Accountants, is the fabulous I.B.M. 705 installation, which now accomplishes in two and a half hours the chores that a hundred clerks used to require 24 hours to do. I.B.M. installations are becoming commonplace throughout the country.



BUSINESS TRAINING DOESN'T COST -- IT PAYS !

COURSES OF STUDY

MEDICAL SECRETARIAL COURSE

Required for Graduation: 75 Quarter Hours

Shorthand I	6	Records Administration	2
Shorthand II	4	Clinical Lab. Technique	2
Shorthand III	4	Professional Ethics	2
Shorthand IV	4	First Aid	1
Transcription	3	Reception Room and Telephone Technique	1
Typewriting I	6	Medical Terminology	3
Typewriting II	4	English Mechanics	3
Typewriting III	2	Business English I	4
Typewriting IV (Medical)	2	Business English II	4
Accounting 101	4	Communications 201	3
Filing and Indexing	2	Communications 202	3
Anatomy and Physiology	3	Secretarial Practice	2
Dietetics and Nutrition	1		

NOTE: This course is offered only in the Jacksonville school.

Specialized Training Pays !

The Medical Secretarial Course offered by J.B.C. is designed to prepare young women to be secretaries in doctor's offices, in hospitals, in clinics, in medical divisions of large corporations, in state or city boards of health, or in any position where a knowledge of, and skill in, medical procedures and techniques will be of assistance.

The course includes introductory studies of normal hematological diagnoses, sedimentation rates, basal metabolism determination, urinalyses and urine tests.

Also included is a course in nutrition and dietary laws, in which you will learn the value of foods, vitamins, and minerals--information that not only enables you to keep vitally youthful, but also is a valuable asset in your career.

A Career For You

Here, then, is a comparatively new profession that will challenge the interest of high school graduates. If the medical profession or nursing holds real interest for you; if you enjoy the atmosphere of the medical office or the hospital; or if you would like to associate with men and women of high educational and professional training; if you will like to explore new fields--then you will find joy and satisfaction in the work of the medical secretary.

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

COURSES OF STUDY

EXECUTIVE SECRETARIAL COURSE

Required for Graduation: 72 Quarter Hours

Shorthand I	6	Business English I	4
Shorthand II	4	Business English II	4
Shorthand III	4	Secretarial Practice	2
Shorthand IV	4	Filing and Indexing	2
Transcription	3	Communications 201	3
Typewriting I	6	Communications 202	3
Typewriting II	4	Business Machines	3
Typewriting III	2	Accounting 101	4
Typewriting IV	2	Business Mathematics	4
English Mechanics	3	Electives	5

A secretary holds one of the most responsible and highest paid positions in business today. Because of the nature of her work, and her close relationship with management she is often promoted to executive positions. Ninety-two percent of all of the women executives today began their careers as secretaries.

This course is designed to train the student efficiently and effectively for one of the many interesting opportunities available in the executive secretarial field. Personality Development, a part of this training, enhances the prestige and social contacts that result from this kind of employment.

ADMINISTRATIVE ACCOUNTING COURSE

Required for Graduation: 74 Quarter Hours

Accounting 101	4	Business Machines	3
Accounting 102	4	Business English I	4
Accounting 103	4	Business English II	4
Accounting 104	4	Communications 201	3
Automation Fundamentals	3	Typewriting I	6
Business Mathematics I	4	Typewriting II	4
Business Mathematics II	4	Federal Tax I	4
Business Law I	4	Federal Tax II	4
Business Law II	4	Electives	7

This course prepares the student for a position of executive accountant in charge of an accounting office, cost accountant, credit and collection manager, or government auditor. It is also the foundation for a career in the public practice of accountancy.

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

COURSES OF STUDY

COURT REPORTING COURSE

Required for Graduation: 72 Quarter Hours

Shorthand I	6	Business Law I	3
Shorthand II	4	Business Law II	3
Shorthand III	4	Legal Terminology	3
Shorthand IV	4	Legal Procedures	4
Typewriting I	6	English Mechanics	3
Typewriting II	4	Communications 201	4
Typewriting III	2	Communications 202	4
Typewriting IV (Legal)	2	Communications 203	4
Accounting 101	4	Secretarial Practice	2
Filing and Indexing	2	Transcription	4

NOTE: This course is offered in Miami. Gregg or Machine Shorthand optional.

LEGAL SECRETARIAL COURSE

Required for Graduation: 105 Quarter Hours

Machine Shorthand I	6	Court Reporting I	6
Machine Shorthand II	4	Court Reporting II	6
Machine Shorthand III	4	Court Reporting III	6
Machine Shorthand IV	4	Medical Terminology	3
Typewriting I	6	Legal Terminology	3
Typewriting II	4	Anatomy and Physiology	3
Typewriting III	2	Business Law I	3
Typewriting IV	2	Business Law II	3
Communications 201	4	Legal Procedures	4
Communications 202	4	Jurisprudence	4
Communications 203	4	Filing and Indexing	2
Transcription	4	Secretarial Practice	2
English Mechanics	3	Electives	9

NOTE: Court Reporting is offered only in the Walsh School Division in Miami.

The Legal Secretary

The legal secretarial field offers the career girl interesting and exciting opportunities not to be found in any other area of business endeavor. The Legal Secretarial Course prepares the student for employment as the secretary of a judge, attorney, or court official, or for employment in the legal department of a large corporation, or for any position requiring an extensive knowledge of legal terminology and procedures as well as a solid general knowledge of business office and secretarial duties. For the person interested in human affairs and real life drama in a professional setting this field offers the utmost in challenge and satisfaction.

BUSINESS TRAINING DOESN'T COST -- IT PAYS!

COLLEGE CALENDAR

COLLEGE CALENDAR

1962

Registration for Fall Quarter	September 7, 10
Beginning of Fall Quarter	September 11
Thanksgiving Holidays	November 22, 23
End of Fall Quarter	November 30
Registration for Winter Quarter	November 30, and December 3
Beginning of Winter Quarter	December 4
Christmas Vacation	December 17 to 31

1963

New Year's Day - Holiday	January 1
Washington's Birthday - Holiday	February 22
End of Winter Quarter	March 21
Registration for Spring Quarter	March 22, 25
Beginning of Spring Quarter	March 26
Easter Holidays	April 12, 15
Memorial Day - Holiday	May 30
End of Spring Quarter	June 13
Registration for Summer Quarter	June 14, 17
Beginning of Summer Quarter	June 18
Independence Day - Holidays	July 4, 5
Faculty Workshop	July 8
Labor Day - Holiday	September 2
End of Summer Quarter	September 5
Graduation - Jacksonville	September 6
Graduation - Orlando and Miami	September 7
Registration for Fall Quarter	September 6, 9
Beginning of Fall Quarter	September 10
Thanksgiving Holidays	November 28, 29
End of Fall Quarter	December 2
Registration for Winter Quarter	December 3
Beginning of Winter Quarter	December 4
Christmas Vacation	December 16 to 31



BUSINESS TRAINING DOESN'T COST -- IT PAYS!

Practical Courses

Lead Rapidly to Good Office Positions!

If you would like a career with a high salary, good working conditions, pleasant co-workers, and excellent promotion opportunities--and if you would like to start such a career soon--you will want to consider a business position.

If you are interested in a career in business, perhaps we can be of help to you in making a decision. We will welcome the opportunity to send you full information about business careers, and will upon request arrange an appointment in the college office or in your home for one of our trained guidance counselors to discuss the matter with you. There will be no cost or obligation whatever.

I hope you will give us the opportunity to tell you some of the things to do if you would succeed, and some of the things not to do if you would avoid failure.

It is easy to get started toward an exciting career in business. You will be surprised to find how quickly you can master the skills and the basic principles which can open up a whole new world of opportunities for you.

Your training here will be concentrated on job-getting, pay-raising subjects, which will lead directly to the career goal you choose. Because you will spend no time on foreign languages, sciences or other liberal arts subjects, you will be ready years sooner to start earning a good salary.

You will find our expert teachers friendly and considerate--eager to help you get ahead.

Almost before you realize it, you will be qualified and competent--ready for our Placement Director to help you choose a good position.

When you are trained for secretarial, accounting, automation, or administrative work, you will start at a good salary. You will work closely with top management, for an increasingly large income, and lifelong security.

**You Gain by Attending
JONES BUSINESS COLLEGE**



BUSINESS TRAINING DOESN'T COST -- IT PAYS!



COMPTOMETER —
A SPECIALIZED CAREER



IBM



JBC's \$30,000
ELECTRONIC BRAIN



JBC's BUSI
MACHINE C



PRACTICE ASSIGNMENT IN
DATA PROCESSING —
IBM SORTING MACHINE



ACCOUNTING

AUTOMATION

a new career



**HERE'S HOW YOU
CAN CASH IN ON AUTOMATION**

Have you ever seen a U. S. Government check or a dividend check, punched with holes? If so, you've handled an example of the growing uses of automation. Perhaps you've received IBM-punched pay checks.

The paychecks are big for those who can prepare IBM paychecks, and the countless other automatic timesavers which are sweeping the country.

Every day, new automation careers open up in banks . . . hospitals . . . industry . . . government agencies . . . military bases . . . insurance companies . . . large stores, as the new machines are installed.

THE BUSINESS AUTOMATION COURSE

You can learn these skills, quickly and practically, at our school. *No previous experience, mechanical or mathematical training is necessary.*

You'll find our courses the best possible training for automation. You'll learn theory in the classroom — then put it into practice, on the expensive IBM machines actually used on the job. You'll be taught by experienced, technically qualified instructors.

You'll enjoy individual attention, under our small group instruction plan.

JONES BUSINESS COLLEGE

9 N. Hogan
Jacksonville

14 E. Church
Orlando



CHOOSE YOUR CAREER PLAN

The time required to complete any J.B.C. Training program will be determined by the ability and industry of the student, and by the training plan he elects to follow while in attendance. Three training plans are available. The college should be notified of your selection on or before enrollment.

(A) The Collegiate Plan

The Collegiate Plan is recommended without qualification to every student. This plan provides a full schedule of five hours, 8:00 to 1:00 o'clock Monday through Friday, plus two extra hours of classroom instruction Monday through Thursday. The additional classes meet from two until four o'clock in the afternoon.

The following advantages to the student result from the plan:

1. A one-year course of study can be completed in nine months. Longer courses can be shortened proportionately. Since the student will graduate months earlier, the full-time salary earned usually amounts to more than the total cost of the course.
2. Shorten dormitory time and expense by earlier graduation.
3. Full concentration of effort on school program avoids diversion of interests and eliminates idle time.

(B) Part-Time Plan

A number of students prefer to occupy their time in the afternoon by engaging in various sports, visiting the library, museums, or exploring cultural and social interests.

For those who wish to be scheduled on this part-time basis, the hours are 8 A.M. to 1 P.M. Monday through Friday.

(C) Work-Study Plan

The Work-Study Plan is not recommended except in those cases of financial necessity where it is absolutely necessary for the student to work in the afternoons after school for the purpose of assisting with living expenses.

The free employment department of the college will assist work-study plan students locating part-time jobs. Except under the most unusual conditions, students will not be referred to part-time positions until after the first six weeks in school.

Particularly the out-of-town student finds himself in a new city, living in a new home, making new friends, and attending college for the first time. To add to this the duties and responsibilities of a new job prove entirely too much. After a few short weeks of adjustment, a more satisfactory placement can be made.

GENERAL INFORMATION

Admission Requirements

Graduation from high school or its equivalent is a prerequisite for admission. When an application is received, the Director writes to the high school from which the applicant applies and requests a transcript of record together with an evaluation of the applicant's fitness to pursue the program for which he applies.

It is the policy of Jones Business College to encourage young people to finish high school. The work at J.B.C. is on the college level and therefore requires a foundation equal to high school graduation to successfully master the work of one of our diploma courses. Applicants above the high school age who do not have high school diplomas may be enrolled if they are able to qualify as having the equivalent of a high school education.

This does not mean that other applicants may not enroll. We are happy to have anyone who has the ability to benefit from our training enroll in non-credit certificate courses. Undergraduates may secure guidance at the college to determine whether or not they should attempt the course they have in mind.

Attendance Requirements

The college operates on a quarterly basis similar to that used by many colleges and universities. In special cases, where students cannot enter the college at the regular quarter, they should write to the college for information concerning special classes which can be made available for a part of a quarter.

Day school is in session from 8:15 a.m. to 1:00 p.m. Monday through Friday. "Collegiate Plan" students (see page 35) also attend from 2:00 p.m. to 4:00 p.m. Monday through Thursday.

Absence and Tardiness

Students may be absent from any class, except examinations or quizzes, for a total of three times during any one quarter. Additional absences however may penalize the student by a lowering of the grade in that subject.

Attendance will be considered unsatisfactory in the event of more than three unexcused absences during any month. Unexplained absences of more than five consecutive days will result in the student being dropped from the school rolls. A re-entry fee of \$2.50 is charged in the event a student is permitted to re-enter training.

Students reporting late for classes or who have been absent for all or part of a school day, must fill out a "Tardy Card".

GENERAL INFORMATION

Definition of A Credit Hour

A quarter hour is equivalent to twelve class hours of instruction with appropriate homework and study. Laboratory subjects having a disproportionate ratio of instruction to practice work require from sixteen to twenty-four class hours for one quarter hour, depending upon the particular circumstances.

Graduation Requirements

To qualify for a diploma a student must complete the prescribed course of study with a C average or better. Students with a passing grade below C may receive a diploma only upon the recommendation of the faculty to the Director of the college.

In addition, if the course of study includes any of the following subjects, the skill requirements set forth below must be met:

Shorthand III	100 w.p.m.
Shorthand IV	120 w.p.m.
Typewriting II	45 w.p.m.
Typewriting III	55 w.p.m.
Typewriting IV	65 w.p.m.

Commencement

Graduation Day is perhaps the most important single event in any student's career. Students days at J.B.C. finish with formal Commencement Exercises which are held each September. Following presentation of Special Honors, members of the class, garbed in traditional cap and gown, receive their diplomas or degrees from the President. An address by an outstanding speaker is a feature of every program.

A graduation fee of \$10.00 is payable at the beginning of the final quarter. This fee covers all graduation expenses including an engraved diploma or degree with cover, rental of caps and gowns, engraved invitations and charges for the reception which follows the program.

Students who complete the prescribed work in advance of the date of the formal graduation are permitted to register for placement service at that time, later attending the graduation exercises in September. At the time of completion of training, the student receives a miniature of the diploma or degree he will receive in September.



BUSINESS TRAINING DOESN'T COST -- IT PAYS !

GENERAL INFORMATION

Jones Business College has been recognized as an institution of higher learning by the United States Office of Education which has listed the college in the Education Directory, Part 3: Higher Education.

Accreditation of Jones Business College has been accomplished without a penny of cost to taxpayers. We are proud that this type of training has always been self-supporting.

Non-Profit Organization

Jones Business College was founded in 1918 by Mrs. Annie E. Jones. The college was chartered as a non-profit educational institution in 1947. Under its charter, the college is controlled by a Board of Trustees. There are no stockholders or owners, and the charter provides that no profits may be paid or distributed to any individual, officer or employee except for reasonable salaries for services actually rendered; that all earnings must be devoted to providing better housing, equipment and educational facilities. JBC students may thus be assured of maximum benefits in the form of facilities, service and instruction in return for the tuition paid.

Investigate Before You Enroll

FIRST--The Accrediting Commission for Business Schools is the **ONLY** source of accreditation for business colleges recognized by the U. S. Office of Education. Do not be misled. Upon request we will forward to you the official directory of Accredited Business Schools. There is no cost or obligation.

SECOND—It is **not necessary** to pay large sums of cash in advance in order to register for training in Jones Business College. Any school making such demands should be thoroughly investigated before a decision is reached. A nominal registration fee is all that is necessary to register to attend J.B.C. Furthermore, in the event a student who has registered fails to enter for **any** reason whatever, all prepaid tuition will be promptly refunded except for a \$10.00 registration charge.

THIRD—You owe it to yourself, your parents, and your future to visit the school of your choice **before** making your final decision. We extend to you a cordial invitation to call at any time during the day or evening classes or any Saturday between 9:00 a.m. and 1:00 p.m. to acquaint yourself with the many advantages enjoyed by our students. If, after investigation, you decide to secure your training with us, we pledge our whole-hearted cooperation to help you achieve your aim in life.

BUSINESS TRAINING DOESN'T COST -- IT PAYS!

LIVING ACCOMMODATIONS

tion housemothers, and is conveniently located within walking distance of the school. The buildings are well suited to the informal, democratic life of the school; the pleasant, home-like atmosphere promotes regular study and lasting friendships. In the reception rooms the students gather for fun and relaxation. From time to time, social activities are sponsored by the housemother and the dormitory council.

General Information

Each room is well lighted and ventilated and comfortably furnished with dressers, single beds with inner-spring mattresses, and ample closet space. Dining service is maintained in the main building, with breakfast and dinner being served.

J.B.C. students also have a wide selection of private homes and boarding homes. In Orlando, many young women students live in the several dormitory buildings operated and supervised by the Young Womens Community Club.

Since JBC dormitory accommodations are limited, reservations are made under contract for the length of the course or for a school year. No refund of room rent is granted under the terms of the contract.

However, at any time during the first ten days of occupancy the student is permitted to terminate the dormitory contract. If so, charges will be made only for the actual duration of occupancy. A deposit is required with the dormitory application, and assignment to the dormitories is based upon the date the deposit is made.

Many out-of-town students are placed in satisfactory living accommodations in private homes in the residential section of the city. Usually two, three or four students board together in home-like comfortable surroundings under individual supervision. These private homes are selected and constantly supervised by the college staff.

Our men students are placed in comfortable quarters similar to the college owned dormitory, and are also placed in private homes.

The Registrar's office takes personal charge of the placement of all students. Advance reservations are requested.

Supervision Required

By action of the Board of Trustees of the college, young women students under 21 years of age are required to live in the school dormitories **or other housing approved by the school**. Young women students are not permitted to occupy apartments while attending school.



TUITION

Tuition

The college quotes one standard tuition rate for each course offered. These prices are listed on a supplementary rate sheet enclosed with this catalog. Refunds of prepaid tuition will be made in accordance with the refund policy which is printed in full on the rate sheet.

Student Finance Plan

The policy of the College is such that there is absolutely no reason why any young man or woman who wants a business education cannot achieve this goal regardless of his or her financial condition.

Our Student Finance Plan is designed to assist ambitious young men and women to enroll and pay their tuition on an extended monthly payment plan.

In addition to the Student Finance Plan, we have available several other plans which enable any student deserving of an education to achieve his goal.

It Is Your Decision . . .

. . . And your future will be determined by it. You have read in this book the facts about a career in business. You know why it pays to be well trained.

Now if you are to achieve the early fulfillment of your ambitions; to make your family and friends proud of you; the time has come to take decisive action.

Your First Step

Inside the front cover you will find an application for registration. Just fill in this form and mail it to the J. B. C. Executive Offices in Jacksonville. Be sure to state whether you prefer to attend in Jacksonville or Orlando. It is not necessary to send a registration fee with this application. Neither does mailing it place you under any obligation whatever.



Cost of 3 extra years at college	\$4,800.00
Salary I might earn in 3 years	\$11,520.00
I'd be ahead	\$16,320.00

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

THE NEXT STEP

For Your Own Convenience

Make your decision now! Then you can make your plans without uncertainty; avoid confusion and hesitation. J. B. C. is yours for success.

An Invitation From Our President

You are cordially invited to join the happy J. B. C. family. We have told you much in this book, but the one thing we can't convey to you through these pages is the **spirit** of J. B. C. It is an indefinable something which we call the "spirit of success."

I invite you to visit J. B. C. whenever you can. By all means bring your parents if you can. We know you will like J. B. C.

You Gain by Attending JONES BUSINESS COLLEGE because:

- You save time and money. This is a professional collegiate school of business. You devote your whole time to preparing for a business career.
- You study standard business courses of collegiate grade.
- You receive sound, modern instruction that produces results. Capable teachers interested in your success help you achieve a high standard of performance.
- You receive professional assistance in securing a job. The school maintains a free lifetime employment service for all graduates.
- Your opportunities for interesting employment are varied and excellent. The college is located in the center of a territory recognized as the most rapidly growing industrial and commercial section of the South.

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

DESCRIPTION OF SUBJECTS

ACCOUNTING 102 4 Quarter Hours

A continuation of Accounting 101. The subject includes the application of accounting principles, including chart of accounts, reserve and control accounts and subsidiary ledgers. The student is taught financial statements and the opening and closing of books. A practice set is required.

ACCOUNTING 103 4 Quarter Hours

A continuation of Accounting 102. The objective of this course is to study the partnership procedures, purchasing, selling, consignment sales, negotiable notes, drafts, trade acceptances, supplies and prepaid items. Includes adjusting and closing entries, work sheet, and financial statements.

ACCOUNTING 104 4 Quarter Hours

A continuation of Accounting 103. The course is devoted primarily to accounting for industrial corporations, and the procedures necessary in organizing a corporation; the records which are peculiar to this form of organization; financing of a corporation, and a presentation of the voucher system.

ACCOUNTING 204 (Cost) 4 Quarter Hours

Application of cost accounting to manufacturing enterprises and to wholesale and retail merchandising concerns; problems concerning material, labor, and manufacturing overhead expense; plant layout and organization; factory ledger controls; process costing; job order costing; standard costs; and cost problems of specific industries. Prerequisites: Accounting III.

ACCOUNTING 205 (Intermediate) 6 Quarter Hours

Intermediate Accounting is an advanced course which presents a comprehensive study of accounting problems above the level of basic accounting principles. The mechanics of working papers, distribution of partnership profits, accounting for corporation stock issues, valuation of inventories, and analysis of financial statements are typical of the problems dealt with. Considerable emphasis is placed upon the solving of problems in order to develop proficiency on the part of the student. Prerequisites: Accounting III.

ACCOUNTING 207 (Auditing) 6 Quarter Hours

An intensive presentation of auditing. By means of discussion, illustration, and application, students acquire the theory applicable to the topic.

ADVERTISING 4 Quarter Hours

A study of the fundamentals involved in the construction, technique and use of advertising from the standpoint of the producer, retailer, and consumer. It provides a scholarly and up-to-date treatment of the economic and social aspects of the subject as well as a practical application of the techniques of advertising to specific advertisements and campaign.

ANATOMY and PHYSIOLOGY 3 Quarter Hours

This course is designed to teach the student the fundamental terminology of anatomy and physiology along with an understanding of the basic elements of the subject.

BUSINESS TRAINING DOESN'T COST -- IT PAYS!

DESCRIPTION OF SUBJECTS

AUTOMATION FUNDAMENTALS

3 Quarter Hours

Automation Fundamentals is a course designed to provide orientation in the field of automation. The course provides information essential to the understanding of what automation is, how it functions, its advantages and limitations, and its place and significance in Business Administration. The course will be of interest to those preparing for careers in office automation--invaluable to students who will not specialize in automation, but who will be employed in other departments in automated offices.

BUSINESS CORRESPONDENCE

3 Quarter Hours

Prepares students to write better and more effective letters. A detailed study of letterhead paper, letterhead designs, and business letter styles. Includes specific training in Order Letters; Letters on Adjustment, Inquiry, Credit, Collection, and Sales; Letters of Application, Human Relation Letters, and other types of business writing.

BUSINESS ENGLISH I

4 Quarter Hours

Offers a thorough groundwork in English grammar and usage, especially as applied to business letters, reports, and transcription. The vocabulary building exercises in the course require the student to select the correct word to be used in a given sentence, and thus strengthen his language judgments.

BUSINESS ENGLISH II

4 Quarter Hours

Stresses the fundamental principles of correct punctuation and capitalization, including correct sentence structure. The primary aim of punctuation is to convey to the reader the exact meaning intended, and every effort is made to develop the student's judgment so as to achieve this result.

BUSINESS LAW I

4 Quarter Hours

A study of the development of American law and procedure. Covers formation, operation, and completion of contracts. The course also covers damage cases in contract and tort, the law of domestic relations, and negotiable instruments, including construction, interpretation, rights and defenses.

BUSINESS LAW II

4 Quarter Hours

The course is a continuation of Business Law I. The course covers the law of personal property, an intensive study of the rights of buyer, seller, bailee, bailor, and the theories of passing title. Also the course covers the law of real property as applied to landlords, tenants, sellers, and purchasers of real property rights. Easements in lands, restrictions and covenants in deeds are also discussed.

BUSINESS MACHINES I

3 Quarter Hours

Course includes the operation of the 10-Key Adding Machine, the Rotary (or crank driven) Calculator, the Adding and Listing Machine, and the basic operating fundamentals of the Key Driven Calculator. Emphasis is placed on basic mathematics and its practical application to percentages, discounts, interest, reciprocals, distributions and prorating.

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

DESCRIPTION OF SUBJECTS

BUSINESS MATHEMATICS I

4 Quarter Hours

This is a complete mathematical review course for the accountant, bookkeeper, or office worker. It covers fractions, percentages, inventories, gross profit on sales, commercial discounts, simple interest, bank discount, partial payments, and ratio progression.

BUSINESS MATHEMATICS II

4 Quarter Hours

This is a continuation of Business Mathematics I and provides for more thorough treatment of such business mathematics necessities as foreign exchange, compound interest, ordinary annuities, special annuities, bond interest and valuation. Prerequisite: Business Mathematics I.

BUSINESS ORIENTATION

2 Quarter Hours

A survey course of business and industry. The course applies the case method to a study of general business administration. The course is recommended to the student who is beginning a business administration program.

BUSINESS ORGANIZATION AND MANAGEMENT

4 Quarter Hours

This course is an introduction to the basic principles of business organization and management. It provides a background for the more specialized business courses in Accounting, Marketing, Economics, and Cost Accounting. Attention is given to the characteristics, advantages and disadvantages of the principal types of business ownership and internal structure.

CLERICAL PAYROLL PROCEDURES

3 Quarter Hours

Thorough practical training in computing wages and salaries, recording time worked, deductions from wages, and preparing payroll reports and records is the primary aim of this subject. The subject matter is confined to study and practice work related to the keeping of pay rolls and the preparation of Social Security and withholding tax returns.

CLINICAL LABORATORY TECHNIQUE

2 Quarter Hours

A brief training course in simple laboratory tests and reports designed to familiarize the Medical Secretarial Student with techniques and terminology. Field trips constitute a regular phase of the training.

COMMUNICATIONS 201

3 Quarter Hours

The course offers instruction and practice in the basic language skills—reading, writing, speaking and listening. Emphasis is given to vocabulary building and to semantics in literature and communication. The course provides the foundation for precision in transcribing, editing, and composing many forms of letters and reports.

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

DESCRIPTION OF SUBJECTS

ECONOMICS II (ECONOMIC GEOGRAPHY)

4 Quarter Hours

A survey of the natural forces which affect man's energy and economic life. Included is an examination of the world's economic resources and their relation to international agriculture and commercial development; the reasons for the growth of industrial districts and commercial centers; factors affecting the shifting of economic areas; and the effect of transportation facilities on the development of industrial areas.

ECONOMICS III (INVESTMENTS)

4 Quarter Hours

The student is given an insight into the media of investments and the channels into which savings may flow. Investment management principles and analytical fundamentals provide a guide for action for the small as well as the large investor.

EFFECTIVE SPEECH

2 Quarter Hours

Course is designed to develop the student's ability to deal effectively with speaking situations; diction, voice training and methods of informative and persuasive speaking, public discussion and oral reading.

ENGLISH 101

3 Quarter Hours

A study of the parts of speech and other areas in the field of grammar. The objective of this course is to teach students accurate and appropriate grammatical usages. The course includes a study of dictionary and reference usage, as well as actual experience in using reference books, newspapers, and technical services as sources of information.

ENGLISH 102

3 Quarter Hours

English Composition and the fundamentals of clear writing are taught in this course. Theme and letter writing gives students practice in organization of material, effective construction, punctuation and capitalization of sentences, as well as paragraph development.

ENGLISH MECHANICS

3 Quarter Hours

A course in spelling, vocabulary, and word study that gives a mastery over words and fluency to one's language. It comprises drills in spelling, vocabulary building, pronunciation, syllabication, definitions, synonyms, and useful technical terms.

ETHICS

1 Quarter Hour

Principles of personal and professional ethics. When related to medical or legal secretarial training or the practice of accountancy, the course is of great practical value.



BUSINESS TRAINING DOESN'T COST -- IT PAYS !

DESCRIPTION OF SUBJECTS

HUMAN RELATIONS AND PERSONALITY DEVELOPMENT

3 Quarter Hours

The object of this course is to prepare the student to make a better adaptation to the activities of the business world from the standpoint of health, character, physical poise, appearance, personal traits, and business ethics. Emphasis is placed on Business Behavior.

INSURANCE I

4 Quarter Hours

Designed to enable the student to understand the role of the insurance institution in our economic life and the means of treating the problems of risk to his individual, family, and business activities.

INSURANCE II

4 Quarter Hours

A survey course covering various forms of insurance, including life insurance, casualty, property and marine insurance and insurance law. The course also covers the general subject of risk and includes personal and business liability, fidelity, workmans compensation and bonding and suretyship. Prerequisite: Insurance I.

LABOR LAW AND REGULATIONS

4 Quarter Hours

Introduction to the field of labor-management relations. A study of Federal Labor Laws and Regulations with emphasis on the National Labor Relations Act and the Fair Labor Standards Act of 1938.

MANAGEMENT, CASE PROBLEMS IN

6 Quarter Hours

The analysis of decision-making applied through the case method to all functions of management. Course includes consideration of the general principles of management, planning, control, location, budgets and planning.

MARKETING AND SALES DEVELOPMENT

4 Quarter Hours

A comprehensive course covering principles of marketing, transportation and storage, price economics, market institutions, exchanges, wholesalers and retailers. Provides practical training in sales fundamentals and management, consumers, buying motives, demonstrations and showmanship, handling of objections; closing, working with customers and management of time.

MEDICAL DICTATION

4 Quarter Hours

The content of this course comprises assignment in dictation of material taken from medical reports, case histories, and correspondence developed from the files of hospitals, clinics, and medical offices. Prerequisite: Shorthand II.

MEDICAL TERMINOLOGY

3 Quarter Hours

Subject includes medical prefixes, suffixes, and the principles for making compounds, as well as the spelling, pronunciation, and definition of those words most commonly used in medical practice.

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

DESCRIPTION OF SUBJECTS

PERSONNEL MANAGEMENT

4 Quarter Hours

The instructor presents a realistic study of the principles and practices toward personnel management, major factors in personnel problems and labor relations, and the organization of personnel work. Attention is also turned toward the task of procuring, developing, maintaining, and using an effective working team.

PSYCHOLOGY I

4 Quarter Hours

Through a program of lectures, collateral reading, and classroom discussion, the student acquires a working knowledge of psychology and is encouraged to apply this information to the solution of personal problems. Some topics stressed are analyzing people, choosing a vocation, influencing behavior of individuals and groups, employer-employee problems, advertising, psychology, and principles of applied psychological research.

PSYCHOLOGY II

4 Quarter Hours

This course deals more specifically with the matter of personality development and its application in the business world. There will be collateral reading in some of the popular self-improvement books of the present day. Some of the topics considered are auto-suggestion, faith, decision, persistence, carving out a personality, patching broken personalities, and thinking in relation to success in life. Prerequisite: Psychology I.

PUBLIC SPEAKING

4 Quarter Hours

The aim of the course is to develop the ability to speak clearly and effectively before an audience; to develop in the student the ability to think and express ideas effectively; and to plan, compose, and deliver speeches of various kinds.

READING DEVELOPMENT (Programs for Achievement in Reading)

3 Quarter Hours

The PAR Reading Development Course is designed to improve rate, comprehension, vocabulary and word meaning, and paragraph comprehension. Modern scientific projection equipment used in the classroom includes the Tach-X, Controlled Reader, and a large number of Reading Accelerators. The achievement of the class is measured by Iowa Silent Reading tests at the beginning and end of course.

REAL ESTATE I

4 Quarter Hours

Procedures involved in the ownership and transfer of real property, titles, liens, mortgages, contracts brokerage; laws governing real estate.

REAL ESTATE II

4 Quarter Hours

Designed to provide advance training in real estate. Course covers organization of brokers office, relationship of broker and client, closing of title, listing, advertising, and selling methods, training in appraising and valuation. Prerequisite: Real Estate I.

BUSINESS TRAINING DOESN'T COST -- IT PAYS !

DESCRIPTION OF SUBJECTS

SHORTHAND II 4 Quarter Hours

Completes theory and principles of shorthand, penmanship drills, reading practice, phrase drills, mastery of brief forms and beginning dictation. Prerequisite: Shorthand I.

SHORTHAND III 4 Quarter Hours

Offers a complete review of theory and principles, and develops speed through advanced dictation. Also prepares a foundation for transcription skill. Prerequisite: Shorthand II.

SHORTHAND IV 4 Quarter Hours

Offers high-speed dictation to develop shorthand speed, and provides thorough training in transcription for the production of mailable letters. Prerequisite: Shorthand III.

SPELLING 4 Quarter Hours

This course in spelling and vocabulary building is designed to increase the fluency and command of language. Emphasis is placed on frequently used business words.

TRANSCRIPTION 3 Quarter Hours

This course is designed to teach the integration of shorthand, typewriting, and English. Students are taught to transcribe from shorthand plates and from their own stenographic notes. Emphasis is placed on the development of high office production standards.

TYPEWRITING I 6 Quarter Hours

Course covers correct posture, parts of the typewriter and their use. Emphasis is placed on development of touch technique and the formation of correct habits as a foundation for speed and accuracy.

TYPEWRITING II 4 Quarter Hours

Emphasis is placed on the arrangement of business letters and envelopes, and tabulation. Drills designed to increase speed, accuracy and rhythm are stressed. Prerequisite: Typewriting I.

TYPEWRITING III 2 Quarter Hours

Advanced typing and speed building. Emphasis is placed on manuscripts, billing and statements, legal and business papers, documents, correspondence and secretarial assignments. Prerequisite: Typewriting II.

TYPEWRITING IV 2 Quarter Hours

Production typing methods, supplemental work on office routine and the production of mailable letters, bills and statements, etc., in volume. Prerequisite: Typewriting III.



BUSINESS TRAINING DOESN'T COST -- IT PAYS!

