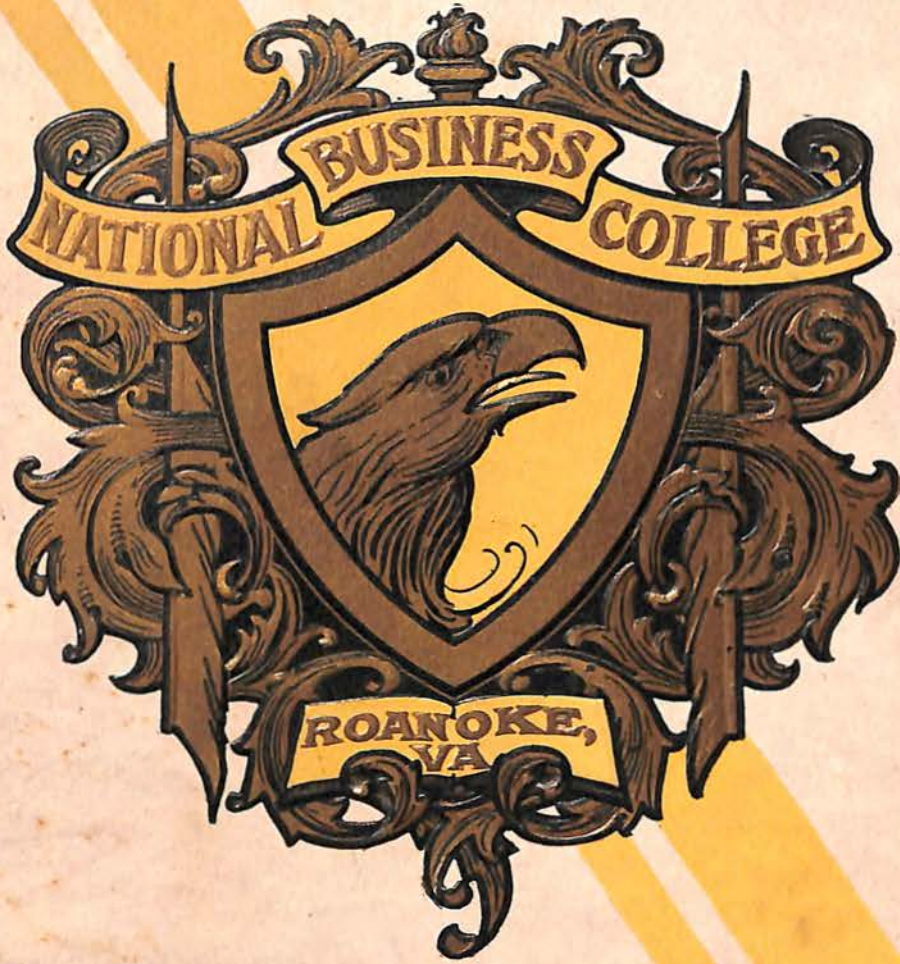


ROANOKE



A School of Merit



Roanoke
National
Business
College
Established 1886

A Select Business School of Exceptional
Merit, Located in the Magic City
of the
Blue Ridge Mountains
of Virginia

Descriptive Book



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Home of the Roanoke National Business College

Our New College Home

"Thinking Costs Nothing, Yet Creates Everything"

THE HOME of the Roanoke National Business College, a picture of which is presented on the opposite page, is one of the finest buildings of its kind in the United States.

Location—Situated on the main thoroughfare at the corner of Jefferson Street and Tazewell Avenue, about midway between the Norfolk and Western and Virginian passenger stations, it is close enough to the residential section to give students easy access from their homes or boarding places and is also within a few minutes walk of the business section.

The entire building is occupied and used exclusively by the College.

The building is of Greek architecture, of fireproof construction, and is four stories high. Spacious porches extend almost entirely around the building and large and commodious corridors make it delightfully cool in the summer.

All class rooms are large and well lighted, and ventilation throughout the building is practically perfect.

Special attention has been paid to the sanitary arrangements, which are efficient and modern in every detail. Great care has been taken at all times to assure the comfort and convenience of every student. There is no over-crowding. Ample cloak room facilities are furnished for both ladies and gentlemen.

First Floor—On the first floor, you will find the Introductory Commercial Department, seating one hundred and forty students, the Advanced Shorthand Department and Advanced Transcript Department, taking care of approximately seventy-five students. The Transcript Department is equipped with twenty-five of the latest model Royal typewriters. It is in this department that students attain remarkable speed and accuracy through rhythm practice to music.

Second Floor—On this floor you will find the reception lobby, private offices of the President and Vice President, business office, supply department and auditorium. We have our own private telephone exchange, connecting every department of the school so that the office can communicate with any class or individual. This is only one example of the business-like manner in which the school is conducted. The offices are attractively furnished in mahogany and quartered oak. It is in these offices that the students are given their final graduation work before accepting positions outside.

Auditorium—The Roanoke National Business College is fortunate in possessing probably the finest

assembly hall in use by any school of its kind in the United States. It contains four hundred and fifty opera chairs and a conveniently arranged rostrum with suitable lighting facilities. It is here that the students assemble every morning and where they give their plays and entertainments.

Third Floor—On the north side of the building are located the Introductory Typewriting Department and English Department. These departments are lighted and ventilated from three sides and the Typewriting Department is equipped with one hundred modern standard typewriters. On the south side are the Introductory and Intermediate Shorthand Departments. These departments will seat two hundred and thirty students and are equipped with adjustable mahogany finished desks designed especially for the comfort of the student. These rooms are unusually well lighted and well ventilated, each having a ceiling twenty feet high.

Fourth Floor—On this floor are located the Actual Business and Banking Departments. They are furnished with standard banking and office equipment, such as steel files, bookkeeping and adding machines, typewriters, quartered oak desks and banking fixtures. The departments are well lighted and ventilated, having windows on three sides.

Roof Garden—On the top of the building is a pleasantly arranged and much used roof garden—the delight of all students. Looking south from the roof garden, the famous and beautiful Mill Mountain is readily seen; while to the west are the famous Bent Mountains. Thirty miles distant, but plainly visible, are the beautiful Peaks of Otter. On the whole, the views from the roof garden are gorgeous and unexcelled. The roof garden is used by the students for recreational purposes and furnishes an ideal place of entertainment during the summer evenings.

Equipment—Every department in the National Business College is thoroughly equipped with modern furniture and office appliances. No expense has been spared to equip the school in a manner that is conducive to the best work and advancement of the student. Classes are called and dismissed automatically by an electric clock, which is connected with all rooms and assures absolute system and uniformity of working hours throughout the College. Heat is supplied by our own steam heating plant and uniform heat is maintained, thereby providing students with comfortable rooms. The building, equipment and grounds represent an investment of over \$200,000.

FACULTY



1. E. M. COULTER
2. M. A. SMYTHE
3. MRS. E. M. COULTER
4. AMOS M. CASSEL
5. W. B. ZOLLMAN

6. MRS. NORMA KUES
7. MISS WINNIE LITRELL
8. J. S. WATKINS
9. MRS. MAUD STONER
10. MISS CLARA MAY COULTER

11. MISS GEORGIA McCUTCHEON
12. MRS. AMOS M. CASSEL
13. MRS. MARY P. MACGURN
14. MISS ELIZABETH RUSHER

Faculty

E. M. COULTER

President

M. A. SMYTHE

Vice President and General Manager

*Director of Actual Business Practice and Banking,
Lecturer on Commercial Law*

MRS. E. M. COULTER

*Associate Director Shorthand Department
Chairman Advisory Board for Girls*

MRS. MAUD STONER

*Secretary
Office Training and Business Ethics*

AMOS M. CASSEL

*Principal Introductory Bookkeeping Department,
Mathematics and Penmanship*

MRS. AMOS M. CASSEL

Introductory Bookkeeping Department

MISS CLARA MAY COULTER

*Principal Shorthand Department
Advanced Dictation*

MRS. MARY P. MACGURN

Principal Introductory Shorthand Department

MRS. NORMA KUES

Principal Intermediate Shorthand Department

MISS GEORGIA McCUTCHEON

*Principal Actual Business Department
Business English and Mathematics*

MISS WINNIE LITTTRELL

Principal Touch Typewriting Department

MISS ELIZABETH RUSHER

Advanced Shorthand Department

W. B. ZOLLMAN

*Principal Banking and Office Practice Departments
Penmanship, Bookkeeping and Mathematics*

J. S. WATKINS

Cashier and Bookkeeper

ADVISORY BOARD

E. T. BURNETT

*Purchasing Agent, Norfolk and Western Railway
(Retired)*

REV. J. F. VINES

Pastor First Baptist Church

EDWARD L. STONE

*Chairman of the Board, The Stone Printing and
Manufacturing Company*

REV. W. C. CAMPBELL

Pastor Emeritus, First Presbyterian Church

HON. R. H. ANGELL

*President of Central Manufacturing Company
Shenandoah Life Insurance Company
Colonial National Bank*

J. TYLER MEADOWS

President of First National Bank

HON. JAS. P. WOODS

*Attorney-at-Law
President Borderland Coal Corporation*

JAMES D. JOHNSTON, JR.

Attorney-at-Law

HON. C. A. WOODRUM

United States Representative from Sixth District

HON. WALLER R. STAPLES

Attorney and Former Judge of Corporation Court

REV. G. OTIS MEAD

Rector Christ Episcopal Church

ADVISORY BOARD FOR GIRLS

MRS. E. M. COULTER

Chairman

MRS. S. HORTENSE ROPP

Lecturer

MRS. M. M. CALDWELL

President of Civic Betterment Club

ROANOKE NATIONAL BUSINESS COLLEGE

List of Former Students Connected With Roanoke Banks



National Exchange Bank

NATIONAL EXCHANGE BANK CAPITAL AND SURPLUS \$1,100,000.00

T. L. ENGLEBY, Assistant Cashier
 PAUL S. STONESIFER, Trust Officer
 L. M. PEERY, Teller
 E. R. WATTS, Bookkeeping Department
 PAUL K. DUDLEY, Bookkeeping Department
 ELBERT C. MARTIN, Bookkeeping Department
 PAUL D. HERNDON, Bookkeeping Department
 MISS WILMA KEISTER, Bookkeeping Department
 MISS BLANCHE HUBBARD, Bookkeeping Department
 MISS REBA MOOMAW, Bookkeeping Department
 R. C. LEFFEL, Money Department
 MRS. J. E. COMER, Christmas Savings Club
 MISS THELMA PAINTER, Savings Department
 MISS THELMA YORK, Bank and Transit Department
 MISS CHRISTINE MARTIN, Bank and Transit Department
 MISS EDITH FELTY, Bank and Transit Department
 MRS. D. P. RAY, Bank and Transit Department
 MRS. IRENE M. PETTYJOHN, Bank and Transit Department
 C. E. PRILLIMAN, Drafts and Collections
 MISS L. R. MADSEN, Stenographer
 MISS DAISY EVERETT, Stenographer
 MISS MATTIE PHILLIPS, Telephone Exchange
 MISS CLIFTON PETITT, Stenographer

**NATIONAL BUSINESS COLLEGE STUDENTS
 OBTAIN SPLENDID POSITIONS. SO
 THOROUGH IS THE TRAINING
 OUR STUDENTS RECEIVE THAT THEY ARE
 EAGERLY SOUGHT BY THE LARGEST
 AND MOST REPRESENTATIVE
 BANKS AND BUSINESS HOUSES**

THE AMERICAN NATIONAL BANK CAPITAL AND SURPLUS \$480,000.00

M. W. TURNER, President
 G. C. HOLCOMB, Cashier
 F. A. GROSS, Teller
 MISS MARY DALTON, Bookkeeper
 MISS MARY CLEMENT, Stenographer

FIRST NATIONAL BANK OF ROANOKE

CAPITAL AND SURPLUS \$1,000,000.00

E. GRAY LINNEY, Assistant Cashier
 NILE B. JONAS, Auditor
 E. E. WEST, JR., Manager Bookkeeping Department
 F. L. BRUMBAUGH, Vice-Mgr. Bookkeeping Department
 SOMERS BAILEY, Paying Teller
 GEORGE V. BOONE, Paying Teller
 WM. R. DYER, Individual Bookkeeper
 M. REED ROBERTSON, Receiving Teller
 F. A. DUFFY, Receiving Teller
 D. C. BROWN, Individual Bookkeeper
 WM. B. FELTON, Individual Bookkeeper
 JULIAN V. COPENHAVER, Individual Bookkeeper
 MAURICE BARNETT, General Clerk
 MISS MARY C. HARRINGTON, Secretary to Cashier
 MISS MARY COVERSTON, Stenographer and Clerk
 MISS MAYSIE V. SIBOLD, Statement Clerk
 MISS NELLIE REYNOLDS, Clerk Transit Department

THE DAY AND NIGHT BANK

CAPITAL AND SURPLUS \$230,000.00

MISS REVA E. WEEKS, Assistant Cashier
 F. A. SAWYER, Bookkeeper
 HARRY G. RICHARDSON, Bookkeeper
 HOWARD H. HANNABASS, Teller
 MISS ELEANOR M. LEHMANN, Stenographer
 MISS ALLIE Y. FRYE, Stenographer



First National Bank

Business Education and Its Growth

"Education that Leads to Knowledge is Fine; Education that Leads to Action is Better"

THE United States is now the recognized money center of the world. The balance of trade in its favor since 1914 is greater than the total balance for the past 40 years. The creditor nation of the world, it leads in agriculture, mining and manufacturing.

Business has grown to such an enormous size that it embraces practically all other professions. A business education places a young man or woman right at the heart of big business. Positions as accountants, stenographers and private secretaries afford opportunities to learn and analyze business methods such as are afforded by no other profession. Business attracts not only capital but also the brains, ability, effort, energy and strength of most of the best men of the nation.

This gigantic development could have but one natural and logical result: viz., an increased demand for efficiently trained assistants. The absolute need of help is too great to admit of the old style apprenticeship. Business men need trained assistants—assistants who know what to do and how to accomplish results.

It was this overpowering demand for thoroughly trained business workers, growing greater and greater every year, that gave birth to the fostering of business colleges by business men. Business men have said for many years as they say now to the leading business colleges: "We need young men, but haven't the time to train them. Get them, train them, and we will hire them at double and treble the wages they can earn as unskilled workers."

This country's commanding position in finance, manufacturing and commerce has done much to attract the public's attention to the great need for business education.

Public schools have not done the work; private schools are compelled to do it. Thus the purpose and object of the honorable business colleges were fixed not by the fancy or wishes of any one man or set of men, but by the conditions surrounding the commercial development of this country.

Opportunities in the South—In no other part of the country is there at the present time such opportunities being opened for ambitious young people as in the South.

The phenomenal commercial growth of the South brings to us opportunities unparalleled in the history of the country; but if we are to attain a full measure of success, we must equip ourselves with education and training.

Our land is bristling with possibilities and all that is required is sufficient confidence to take the initiative. Hence, we dedicate this book to the ambitious young man or young woman who is willing to seize the opportunity we present.

Business, the Greatest Profession—Business to-day is the greatest of all professions. No one should expect to qualify for a successful career without a business education. It is impossible in a few weeks or months to master thoroughly the subjects which pertain to commercial life. Thirty or forty years ago, in the early history of business colleges, three months' attendance covered the usual course, but as business requirements became more exacting, business men demanded better and more thoroughly trained assistants. This exacting demand necessitated better training for those entering business life and to furnish this training the best business colleges lengthened and broadened

their courses, making the average time of attendance at least six to nine months and, in many cases, a longer period.

The difference between the man earning twenty to fifty dollars a month as a farm hand, or twenty to forty-five dollars as a school teacher, or fifteen to forty dollars a month as a clerk, and the same man earning from one hundred to two hundred and fifty dollars a month as a responsible business assistant is not a difference in the man but simply and entirely a difference in training. If the young person is wise, and if the parent is wise, both will recognize the value of an institution where practical education and training go hand in hand.

The Roanoke National Business College is such an institution.

MRS. OCIE MARTIN

Mrs. Ocie Martin writes: "I have been employed by the Pulaski Foundry and Manufacturing Corporation, Pulaski, Va., as stenographer and assistant bookkeeper for the past nineteen months, which work I have thoroughly enjoyed, and attribute my success fully to the training received at the Roanoke National Business College. I would strongly recommend that every individual that expects to enter the business field would, by all means, get the training that is offered at the Roanoke National Business College."



D. C. BROWN

Bookkeeper, First National Bank

Roanoke, Va., Jan. 10, 1924.

Mr. M. A. Smythe,
Roanoke National Business College,
Roanoke, Virginia.

MY DEAR MR. SMYTHE:

It is with much pride that I think back over the days I spent at old N. B. C.

I am now bookkeeper at the First National Bank of Roanoke and I am sure that I owe my success to your school. Every day I find the training I received there of untold value to me.

To those who wish to invest a small amount of money and time and receive a lifetime income, I recommend the National.

I shall not hesitate to speak a good word for you and your school whenever the opportunity presents itself.

Wishing you great success in your work, I am

Sincerely yours,

D. C. BROWN.



ROANOKE NATIONAL BUSINESS COLLEGE



Private Offices of President and Vice President



A Few of the Public School Teachers now Attending Roanoke National Business College

Splendid positions and attractive salaries are open to teachers who are trained in business. Each year many take the "National Way to Positions that Pay."

BUSINESS EDUCATION AND ITS GROWTH



RECEPTION HALL AND LOBBY—Visitors Are Always Welcome

Increase Your Earning Power—To have an education is a fine thing; but an education that has a money value—that will really *increase your earning power* is what you want. Such an education takes you out of the ranks of the poorly paid and puts you in the "well paid" class, with ever increasing opportunities.

This is the kind of education the Roanoke National Business College gives you. The opportunity is *yours*.

Education for Women—Practical, "money-earning" education for girls is as important to-day as a similar education for boys.

The woman who has a thorough business training is very much in demand and is practically independent. There is no more pleasant, no more lucrative, no more ideal position than that of a first-class stenographer or private secretary.

In many positions she is expected to be both stenographer and secretary, for which she is well paid and highly respected.

We can show you many Roanoke National Business College students, who are now holding commanding positions as stenographers and private secretaries at large salaries, who, my dear reader, were, perhaps, no better prepared to receive business training than you are at this moment.

The Secretarial Course, referred to on Page 49, is particularly adapted to young women who aspire to a position of independence with substantial remuneration. The capable stenographer's or private secretary's position is far superior in returns and the nature of the work more agreeable and pleasant than that of the school teacher, the saleslady or the nurse.

School teaching is not profitable employment; nursing has its many disadvantages, while clerking has only

limited opportunities and is neither pleasant nor profitable. There remains to the untrained young woman only household duties, either at home or after an early, and possibly, an unwise marriage.

To the woman who, either from necessity or a desire to be independent wishes to earn her own living, a business course opens up a wider field and far greater possibilities than other lines of endeavor.

The best course for you to pursue is to complete a training at the Roanoke National Business College. If you are a young woman with spirit, with energy, with mind, with some education, and with a willingness to work and the desire to be guided toward success, we can help you.

Write us, stating your plans for the future, and we will give you our candid and honest opinion as to what course is best to pursue.

To Public School Teachers—There is no nobler or better calling than that of a school teacher, but, unfortunately, the world does not appreciate the good he does and his financial returns are not commensurate with his labors. No one ever accumulated any amount of this world's goods as a school teacher, unless he specialized and rose to the head of his profession in some one branch of education. He will never earn anything more than a nominal salary as a teacher of a public school. As a teacher of shorthand, typewriting, bookkeeping or penmanship, should he possess pronounced teaching ability, his services will be in demand at an attractive salary, with the added advantage that this same knowledge and proficiency could be immediately and continuously used in business at even a greater financial return.

ROANOKE NATIONAL BUSINESS COLLEGE



The Largest Engine in the World. The General Manager of the Railroad Owning This Huge Locomotive is Proudly Standing Near. He is a Roanoke National Business College Graduate



Ten States and Eighty-Five Vocations Represented

The Roanoke National Business College does not confine its efforts to any individual class of students. The following trades and professions are represented by parents of the above students:

Accountant (C. P. A.)	Stockman	Jailor	Dairy Farmer
Lumber Inspector	Steam Shovel Engineer	Jeweler	Music Composer
Boilermaker	Retail Lumber	Railroad Contractor	Banker
Carpenter	Fruit Merchant	Paper Manufacturer	Sheriff
Ice Manufacturer	Pharmacist	U. S. Mail Service	Traveling Salesman
Coal Operator	Postmaster	Blacksmith	Railroad Superintendent
Insurance	Canner	Cabinetmaker	County Supervisor
Railroad Engineer	Printer	Undertaker	Detective
Lawyer	Railroad Conductor	Airbrake Inspector	Plasterer
Wholesale Grocer	Freight Agent	Coal Dealer	Chemist
Dressmaker	Real Estate	Dry Goods	Textile Manufacturer
Bricklayer	Mine Official	Hardware Merchant	Bookkeeper
Builder	Army Officer	General Merchant	Steelworker
Tobacco Grower	Minister	Poultryman	Stone Mason
Roadmaster	Farmer	Fireman	Mattress Manufacturer
Federal Prohibition Agent	Music Teacher	Boarding House Keeper	Auto Dealer
Wholesale Lumber	Public School Teacher	Machinist	Retail Grocer
Mining Contractor	Salesman	Miner	Men's Furnishings
Miller	Surveyor	Glove Cutter	Department Store
Lumber Manufacturer	Florist	Baker	Fertilizer Dealer
Foreman	Mayor of City	Physician	Laundryman
Painter			

BUSINESS EDUCATION AND ITS GROWTH

Young Men Should Study Shorthand and Type-writing—It is decidedly wrong to think that only women are desired as stenographers. While young women make very satisfactory and successful stenographers, there are many business men who prefer and will only employ men stenographers.

This preference is particularly true of railroad and express companies, mining companies, contracting firms and other large corporations where a young man is expected to do more than stenographic work.

When a young man enters one of these large corporations, it is usually with the intention of learning the management of the business and rising to high and responsible positions.

When large corporations hire a young man as stenographer, they hire him as much for the possibilities that are in him as for his knowledge of stenography. They may see in him a future superintendent or manager, and therefore, the position of stenographer or of secretary to the president, manager or superintendent is a very desirable position. It enables a young man to study successful business men at close range by daily contact with them. He writes their letters, handles their mail, hears their conversations, sees big deals put through and learns the methods of modern business magnates.

A FEW RAILROAD OFFICIALS WHO HAVE ATTENDED THE NATIONAL BUSINESS COLLEGE

- J. B. PARRISH, General Manager, C. & O. Railway Company, Richmond, Virginia.
- E. S. MOORE, Superintendent Transportation, N. & W. Railway Company, Roanoke, Virginia.
- J. H. CLEMMITT, Purchasing Agent, N. & W. Railway Company, Roanoke, Virginia.
- V. O. HILL, Counsel, Southern Railway Company, Washington, D. C.
- J. W. WADE, General Storekeeper, N. & W. Railway Company, Roanoke, Virginia.

In answer to the question, "Why should young men study shorthand?" one of the above recently wrote us:

"I have noted with a great deal of regret that very few young men are studying shorthand at this time and find it entirely due to the mistaken ideas of the possibilities in store for any young man that wants to advance with big corporations.

"For instance, in railroad work, a stenographer comes in contact with officers more quickly through the stenographic route than through any other route and if he has a desire to work and ability to absorb, there is no limit to his opportunities.

"I have run across quite a number of big railroad men in the last few years who started as stenographers."

A FEW OF THE FORMER STUDENTS OF THE NATIONAL BUSINESS COLLEGE WHO ARE NOW CHIEF CLERKS AND PRIVATE SECRETARIES TO NORFOLK AND WESTERN RAILWAY OFFICIALS

- J. H. GEARHART, Chief Clerk to N. D. Maher, President.
- A. W. OBENCHAIN, Assistant Chief Clerk to N. D. Maher, President.
- A. M. FLIPPEN, Chief Clerk to W. J. Jenks, General Manager.
- T. H. FARMER, Private Secretary to W. J. Jenks, General Manager.
- J. F. FARMER, Private Secretary to D. E. Spangler, General Superintendent.
- J. H. FLIPPEN, Chief Clerk to A. S. Payne, Superintendent, Norfolk Division.
- D. L. AGEE, Secretary to C. S. Churchill, Vice President in Charge of Purchases, Real Estate and Valuations.
- CLYDE COCKE, Chief Clerk to J. H. Clemmitt, Purchasing Agent.
- MISS AGNES DOUGAN, Chief Clerk to Superintendent of Telegraph Department.
- J. E. PITMAN, Secretary to W. S. Battle, General Claim Agent.
- B. F. PENCE, Tax and Insurance Agent.
- H. B. WADE, Chief Clerk, Electrical Engineer.
- D. W. REED, Auditor Receipts Department.

These young men have all used shorthand in getting to their present confidential positions. They are associated daily with these big railroad officials, absorbing all they know about the business and sooner or later will step up higher in official railroad circles.

ROANOKE NATIONAL BUSINESS COLLEGE



MUNICIPAL BUILDING, ROANOKE, VIRGINIA

Many graduates of the Roanoke National Business College are holding excellent positions here

Municipal, county and state offices welcome the opportunity to secure the services of competent, efficient young men and women. The possibilities for advancement are excellent to the Business College graduate.

The following is a list of the Roanoke National Business College students employed in the beautiful building pictured above:

J. W. COMER, Councilman
L. G. STIFF, Councilman
R. J. WATSON, Clerk of Court
W. H. CARR, Deputy Clerk
MRS. CLYDE MATHERS, Deputy Clerk
MISS RUTH LIGHT, Stenographer, Clerk's Office
MISS EDITH LIGHT, Stenographer, Clerk's Office
MISS ELSIE BOONE, Stenographer, Clerk's Office
R. S. SMITH, Assistant Commonwealth's Attorney
C. M. SPESARD, Deputy Sergeant

H. R. YATES, Desk Sergeant and Clerk, Police Dept.
MISS HANNAH HARRIS, Secretary, City Manager
MRS. ADA M. SMITH, Treasurer's Office
MRS. NAOMI T. BEARD, Treasurer's Office
H. C. STULTZ, Deputy Constable
MRS. MYNNIE RANSOME GLENN, Stenographer, Health Department
MISS BERTHA TUCKER, Stenographer, City Clerk and Auditor's Office
MISS IRENE SHRADER, Stenographer, Building Inspector

Management—The management of the Roanoke National Business College is in charge of M. A. Smythe. In Mr. Smythe, we find a man richly endowed by nature, temperament and training to guide the destinies of an institution of this kind. Mr. Smythe is a native of Virginia and is a type of the younger generation of progressive, energetic, conservative, faithful business men.

In addition to his seventeen years' experience in the Roanoke National Business College, he has the added advantage over many business college men of having had a number of years' experience in business and is enabled thereby to combine theory and practice where it will be most effective.

Mr. Smythe has inaugurated for a number of the largest firms in Roanoke, not only their systems of bookkeeping, but their entire office accounting and filing systems. His students, recognizing his ability in this line and the confidence Roanoke's business men repose in him, are further inspired by his leadership.

Mr. Smythe is a man with whom young people should associate. He is an executive of exceptional ability, possessing unquestionable honesty of purpose, combined with determination, candor and an appreciation of fairness, which the students of all departments soon learn to appreciate. He knows the many magnificent opportunities that are daily being developed; and young men and women can find no one better qualified to advise, encourage and instruct them than Mr. Smythe.

Selecting a School

"Don't Worry So Very Much About What People Think of You, but See to It That They Ought to Think Well of You"

WE HAVE set forth the natural and logical reasons for the existence of a business college, the value of a business education and the requirements needed for success. It is now our purpose to bring to your attention, in an intelligent and conservative manner, the merits of the Roanoke National Business College.

Selecting a school is an important matter. It marks a turning point in every young person's life. Buying education is something you do but once in a lifetime. It is not like buying other commodities which you buy frequently and upon which you may wisely experiment. Selecting a school is too important to be done without due consideration.

The Roanoke National Business College is one of the best known institutions of its kind in the South and is frequently referred to as "that splendid business college in Roanoke."

It is a private institution. It receives no State aid and has no endowment fund. Its success has been due entirely to its own merits. No institution without endowment funds, without support from the public treasury or other similar sources, could exist thirty-eight years, if it did not genuinely merit success.

The Roanoke National Business College is an established institution—by far the largest in the State. It places the scholar above the dollar. Its cornerstones are honesty, thoroughness, virtue and justice. The prospective student should keep in mind that the best is really cheapest and that the inferior school, though possibly cheaper, is dear at any price. Mere price means nothing. *What one gets for the price must be considered.*

The Roanoke National Business College has nothing, and can have nothing, in common with schools offering cheap and inadequate courses of study, which prove in the end only a detriment and disappointment to all concerned. Its courses provide the subjects essential to business success regardless of the difficulties to be overcome in teaching. In asking you to attend the Roanoke National Business College we might urge only the age of the institution, for it is thirty-eight years old; we might urge only its size, for it is the largest in the State; we might urge only its reputation, for it has an enviable and unrivaled reputation among business men for honesty and integrity; we might urge only its unequalled faculty, every member a specialist, with both business and professional experience; we might urge only its building and equipment, for it is the finest of its kind in the South; but, excellent as these features are, our strongest appeal is for consideration of the superior services we can render you.

Roanoke, Virginia—Roanoke is, of all the new and old cities of the South, the most wonderful. It is one of the most progressive cities in the Commonwealth of Virginia. It has aptly been termed the "Magic City."

Situated in the Valley of the Roanoke River and surrounded by mountains, Roanoke is not only beautiful in setting, but is healthful as well. Its breezes are from the Alleghanies on the west and the Blue Ridge on the east. Its water supply is from a natural spring flowing five million gallons a day. Crystal Spring has no superior as a drinking water.

Although but forty-two years of age, the city and suburbs have a population of 70,000. Industrially it is proud and successful. Over sixteen thousand people



Pure, Fresh Air Abounds



Congeniality Prevails



The Roof Garden—a Favorite Rendezvous of Students—Overlooks the City, Parks and Mountains

ROANOKE NATIONAL BUSINESS COLLEGE



*Entrance
and Partial
View of
Auditorium*



THE DIGNITY OF IMPOSING SURROUNDINGS *"Talking Matters Over With the President"*

are employed in its railway shops, furnaces, structural iron plants, mills and other manufacturing enterprises. Its annual pay roll is in excess of \$22,250,000.00.

Roanoke is headquarters for the Norfolk and Western Railway and is the most important city on the Virginian Railway which is opening the undeveloped coal, ore and timber regions of this section.

Roanoke is the gateway through which the greater portion of the output of the coal mines, iron mines and timber industries of Virginia and West Virginia passes to the markets of the world.

Educationally, Roanoke is rapidly developing. Four-

teen thousand children attend its public schools. Other educational institutions are numerous and prominent.

Roanoke has fine edifices for all religious denominations. Its moral and social conditions are of the best.

Roanoke has a complete sewerage system, which has eliminated all traces of malaria and other fevers. It has many miles of paved streets; and its splendid sidewalks, both in the city and suburbs, are the wonder of visitors, who comment on finding so many good sidewalks in a city so new. That it may be a good place in which to live is the concern of its citizens.

Roanoke has four national banks, as well as other

SELECTING A SCHOOL



Having Personally Selected a Good School You May Pursue Your Course With Enthusiasm and Success

commercial and savings banks, in all of which can be found graduates and former students of the Roanoke National Business College.

The Norfolk and Western Railway has hundreds of former students in its general offices.

The Virginian Railway has already a number of our former students, located on its line all the way from Deepwater to Tidewater, receiving good salaries as clerks, stenographers and in various other departments.

ROANOKE is only forty-two years old and the third city of Virginia. It offers advantages to young people not approached by old established cities, where few changes are taking place and where most of the positions are, and have been, filled for years by friends and relatives of members of the various firms.

ROANOKE is a young man's town, a young people's town.

ROANOKE is considered the most wide-awake city of its size in the South. It is pulsating with energy. It is the home of opportunities for young people. It has the vim and push of a western city and the advantages of an eastern location. It is the town of all towns for the young man. **IT IS THE HOME OF THE ROANOKE NATIONAL BUSINESS COLLEGE.**

Compare the advantages of Roanoke with your home town and community. Compare the advantages of the Roanoke National Business College with the advantages of your local school, high school and the various business and literary colleges.

Advantages of a Large School—The advantages of a large school are similar to the advantages offered by any large enterprise. Any one who will stop to

reason intelligently will recognize at once that a large enterprise can do many things, secure many benefits and afford many advantages not possessed by a smaller concern.

The large school attracts and secures better teachers. The large school maintains a better equipment.

The large school is, because of its extensive acquaintance, called upon to fill more and better positions with its graduates.

The large school can, for economic reasons, give greater value than any small school can possibly give.

The inspiration that comes from numbers, the enthusiasm that comes by association with willing workers, the training afforded by competitive effort, are of a value that cannot be expressed or estimated in dollars. This valuable training is only possible in a large school and alone is sufficient to recommend a large school to any intelligent person.

The Roanoke National Business College is one of the largest schools of its kind in the South.

Special Advantages of the Roanoke National Business College—The Roanoke National Business College has the advantage of sufficient numbers to make actual business practice work possible.

It has the confidence of business and professional men who seek office help.

It has the good will and hearty support of thousands of successful graduates.

It has the advantage of a splendid new building—a model of light and ventilation.

It has the advantage of separate departments and complete equipment.

It has the advantage of a strong, united faculty.

ROANOKE NATIONAL BUSINESS COLLEGE



A Group of College and University Students



Graduates of Roanoke High School



Above:
Beaver (Bluefield, W. Va.)
High School Graduates



Former V. P. I. Students



Covington, Va., High School Graduating Class

College and High School Graduates Know the Value of Business Training

The Roanoke National Business College courses are a valuable acquisition to all who seek advancement and future prosperity.

A high school or college education is worth money in the business world, but in order to realize its full money value, it is necessary to have a thorough course in business training.

COVINGTON HIGH SCHOOL GROUP:

JOHN BOWIE
WALTER I. SMITH
JUSTICE BENNETT

PERCY RIDDLEBARGER
HORTON SHANKS
REGINA GILMORE

ROANOKE HIGH SCHOOL GROUP:

INA HOFFMAN
EVELYN MOORMAN
ELOISE BISHOP
JOY JENNINGS
MILDRED MEADOWS
ODESSA PITTARD
LAVONIA WRIGHT
MILDRED HUBBARD
MARGRET LOTHROP

FRANK WEINSTEIN
RUBY URQUHART
SUSIE REID
GRACE SCHILLING
HENRY HERMAN
MRS. MAUDE STONER
NITA SCHILLING
KATHLEEN ROBERTS
NANNIE MOORMAN

BEAVER HIGH SCHOOL GROUP:

CARLISE STAFFORD
MAY WALKER
HELEN SPANGLER

BERNICE WINBORNE
MAYE COLE

V. P. I. STUDENTS:

M. S. DIXON
J. R. BOWER
R. H. MURRAY

SESSLER WATKINS
JOHN ROBERTSON
C. W. WILLIAMS

COLLEGE AND UNIVERSITY STUDENTS:

GUY HAWKS
ED GARDNER
M. S. DIXON
ERNEST SMITH
ROBERT MURRAY
SESSLER WATKINS
M. T. MEADE
J. P. GUYER
VIRGINIA LITTLE
C. W. WILLIAMS
JANETTE HARDIN
MRS. W. A. WALKER

R. L. COOK
VIVIAN LIPES
MARTHA MCINTYRE
IDA TURNER
V. L. CHOATE
LILLIAN McLAUGHLIN
ALMA REYNOLDS
P. R. HENDERSON
COLEN JUNKEN
LINCOLN KISER
H. T. POINDEXTER

SELECTING A SCHOOL



MAIN ENTRANCE—These Steps are Stepping Stones to Success

Roanoke National Business College has the prestige of thirty-eight years of successful history.

It has the advantage of an enviable reputation among business houses for recommending only those qualified to do clerical work satisfactorily.

It has the advantage of a complete, concise, standard course of study, that provides every requisite for business success, which can be acquired in the shortest possible time.

It has the advantage of being abreast of the times. It does not teach its students the methods required five years ago, which have been discarded, but it teaches the methods required at the present time and which will be required in the future.

Discerning business men have confidence in an institution that for thirty-eight years, most of the time under the same management, has gone forward on its own worth, that has educated and placed in lucrative positions literally thousands of young men and women who are now not only employed in local business firms, but dot the country from Maine to Oregon and from Michigan to Texas.

Our Relations With the Public and Other Schools—We want to emphasize our position as regards pupils in public and other schools. It is not our wish or purpose to influence or advise a pupil who is doing well in the public or other schools to leave such institutions until he finishes his course or feels that it is time for him to take a business or shorthand course and begin to earn a salary. If you are attending school

simply because your father or mother insists upon your doing so and you are not interested in your work and are not making good use of your time, the sooner you cease your attendance the better it will be for all concerned.

The students of the Roanoke National Business College find the work most interesting and fascinating and seldom do we find a pupil who, after a few weeks, does not become enthusiastic and greatly interested in his work. We have in mind hundreds of boys and girls who were making little or no progress in other schools, because of lack of interest or compulsory attendance, but who found our work so agreeable that they became good students. It gives us great satisfaction to place in desirable positions pupils of this kind.

Impartial, Just and Helpful Criticism—No student is complimented upon his work if it is not deserving of praise. The student who is industrious and puts forth the right kind of effort will merit our approbation equally with the student whose progress is greater, but whose industry may be less.

No student is kept in school one day longer than is necessary for him to do his work as it should be done. No student is graduated until his examinations are passed, and the student who secures a diploma from the Roanoke National Business College knows that he has accomplished something worth while; he knows that he has had to study for it; he knows that he has had to put in a good many hours of hard work; and he knows further that he has accomplished that which will enable him to succeed.

ROANOKE NATIONAL BUSINESS COLLEGE



The Man

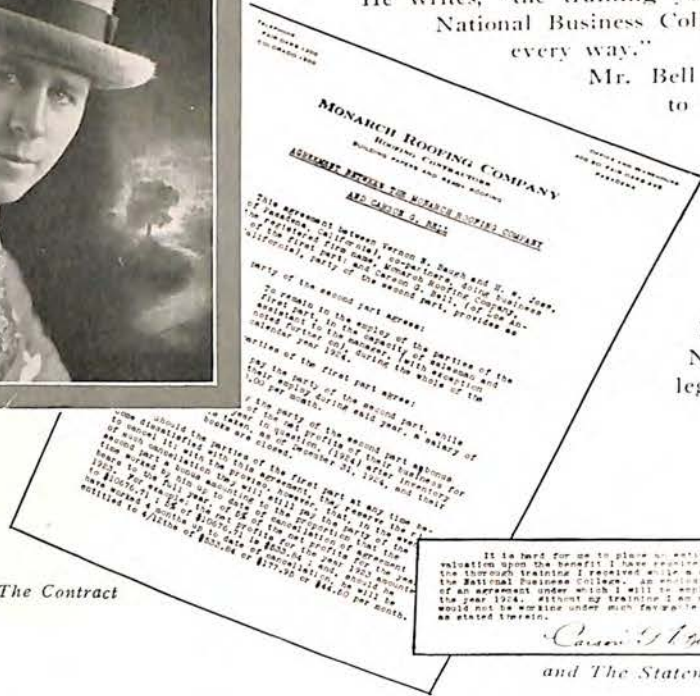
READ THIS—FROM A FORMER STUDENT. HE SAYS, "WITHOUT MY NATIONAL TRAINING I WOULD NOT BE WORKING UNDER SUCH FAVORABLE CONDITIONS."

Carson G. Bell, a Roanoke National Business College student went to California and made good.

He writes, "the training you get in the Roanoke National Business College helps a person in every way."

Mr. Bell attributes his success to the thorough business training he received. Not only does he receive a good salary but a share of his firm's profits, too.

The will to succeed, hard work and Roanoke National Business College training did it.



The Contract

It is hard for me to place an estimate of value upon the benefit I have received through the thorough training I received while a student at the National Business College. An excellent copy of an agreement under which I will be entitled for the year 1924, without my training I am sure I would not be working under such favorable conditions as stated therein.

Carson G. Bell
and The Statement



BUSINESS OFFICE IN CHARGE OF MRS. STONER—Modern Offices are Attractive to Men and Women

SELECTING A SCHOOL



Group of West Virginia Students

VICTOR THAIN, Fireco
 VIRGIL BRILL, Richwood
 ERNEST SAYERS, Jenkinjones
 ROBERT LEFLER, Herndon
 R. C. COOK, Matoaka
 I. M. AUER, Bari
 GEORGE D. GEORGE, Beckley
 CARLISLE STAFFORD, Bluefield
 T. R. LANCASTER, Matoaka
 ERNEST RICHMOND, East Gulf
 THOMAS CALDWELL, Bluefield
 STANARD THORN, Princeton

J. L. HENRICKS, Coeburn
 GUY TUCKWILER, Hughart
 MISS BERNICE WINBORNE, Bluefield
 MISS MAE COLE, Bluefield
 MISS IRENE RODGERS, Beckley
 MISS PANSIE FERGUSON, Princeton
 MISS IDA TURNER, Richwood
 MISS MABEL ST. CLAIR, Northfork
 MISS DICKENS, Bluefield
 MRS. SAUL, Bluefield
 MISS BILLY WALKER, Northfork
 MISS GUSSIE SHORT, Sink Grove

MISS NANCY FRANK, Bramwell
 H. S. BAILEY, Welch
 HAROLD LEVY, Welch
 MISS LOUISE COX, Mingo
 MISS HELEN HUGHES, Rock
 MISS EDITH SMISKO, Tams
 MISS AGNES RILEY, Williamson
 MISS GEORGIA McCUTCHEON, Reedy
 MISS ZEDA BELL HOUCHEINS, Northfork
 MISS STACEL CAMPBELL, Craig
 MISS VELMA LEWIS, Kimball
 EDDIE McCUTCHEON, Reedy

Enthusiasm—One of the greatest factors in developing and maintaining the success and supremacy of the Roanoke National Business College is the unbounded enthusiasm that prevails in every department. It is impossible for a sane and healthy boy or girl to remain in our class room without acquiring this enthusiasm, this spirit of endeavor, and it is always the subject of comment by visitors, who frequently remark: "How industrious your pupils seem to be. Do they always work as I see them now?" One business man recently remarked: "If you didn't tell me this was a school, I would assume it was the counting-room of some large business enterprise."

Frequently men and women of mature years, in visiting the College and looking through its splendidly lighted and equipped rooms, catching just a little of the atmosphere, remark: "I am tempted to take a course myself."

Confidence, enthusiasm and determination have turned many a defeat into a victory; and it is the confidence, the enthusiasm and the determination which is everywhere in this institution that accomplishes the splendid results from year to year among our student body.

Home Endorsement—The Roanoke National Business College is to be congratulated upon its home endorsement. Its Advisory Board, found on Page 5, is alone proof of this endorsement. The members of this Board are among the best business and professional men of the City of Roanoke, and is ample proof to the prospective student that the school is all the catalogue claims for it. More than one-third of our annual enrollment is composed of students from the City of Roanoke which, investigation will clearly show, is unusual. We feel justly proud of our Roanoke patronage. Banks of Roanoke City secure practically all their clerical help from our school and the same may be said of all other enterprises of the city. The Norfolk and Western General Offices, located in this city, employ hundreds of our students. The school not only enjoys the patronage, but the confidence, as well, of the best business and professional men of Roanoke.

We invite prospective students to write any bank or business house in Roanoke about our school. Pastors of the various churches visit the school and cultivate the spiritual interests of the students, inviting them to their churches and Sunday Schools and giving them opportunities for local recreation.



HIKERS' CLUB—Showing Snapshots of Some Interesting Places Visited

Robert Bryan, Mrs. A. M. Cassel, Bert Spraker, Lincoln Kiser, Prof. A. M. Cassel, M. S. Dixon, Leonard Whitaker, Cecil Fields, J. D. Akers, H. S. Bailey, W. B. Zollman, Celia Warren, May LaFoon, Margaret Lothrop, Frank Cassel (Mascot), Estelle Yoffie and Odessa Pittard.

1—Hikers' Club. 2—Enjoying an Outing. 3—Mason's Creek. 4—Road Scene. 5—Natural Bridge. 6—Hanging Rock. 7—Coyner's Springs. 8—Peaks of Otter. 9—McAfee's Knob. 10—River Scene. 11—Power Dam, Roanoke River. 12—Along the Trail. 13—Swinging Bridge. 14—Eats. 15—Kessler's Mill.

General Information

"If There Were No Difficulties There Would Be No Triumphs"

Regular fall session opens first Tuesday in September.

Winter session opens first Monday in January.

Spring and summer session. A great many teachers, high school and college students, who are unable to attend the fall and winter sessions, enroll during the spring or summer months. The regular spring session opens the first Monday in April and the summer session the first Monday in June. The school is in session the entire summer, thus enabling students who enroll for the spring and summer sessions to continue their courses without interruption until graduation.

When to Enter—We receive new students each Monday. Our plan of combining classes and personal instruction makes it possible for us to accommodate beginning students at any time. New classes are started in shorthand each Monday. So if you are ready to enter school, do it now. Don't wait—procrastination is the cause of most failures. *The right time to start to school is now.*

Entering Qualifications—Ordinarily, a boy or girl who is old enough to be away from home is old enough to take up the subjects embracing a business education.

A pupil should have, at least, a common free school education. The curriculum and the schedule of classes are so arranged that even those with a very limited education can pursue the work with success. We have had students do well who came to us with no knowledge of advanced arithmetic and practically no knowledge of English. If a pupil has the study habit and is willing to learn, we can teach him, though his education be extremely limited. We have pupils whose education has been neglected and others who are normal school and college graduates. The grading is such as to give each of these classes of pupils every advantage for advancement and no student is retarded in any way.

Discipline and Supervision—Pupils are admitted to Roanoke National Business College upon exactly the same conditions that they are admitted to other first-class educational institutions or well-regulated business houses. They are received as ladies and gentlemen and treated as such. No ironclad or arbitrary rules are laid down that are not absolutely necessary. The discipline is kind, but firm.

Time Required—We are often asked how long it will take to complete a course. It depends entirely upon the qualifications of the student, his application to his lessons and his power to grasp the principles and explanations as set forth in the class room.

Every opportunity is afforded the student to make the greatest possible progress. Absolute accuracy and a high degree of neatness are demanded. Thoroughness and complete mastery of every subject is required. See Page 51 for description of courses and estimated length of time.

Absence and Extension of Tuition—Students remaining out of school for a week or more at a time, owing to sickness or other unavoidable causes, will be allowed to extend their time, thus paying for only the actual number of months in school.

Tuition Not Transferable—Tuition is not transferable and is redeemable only in case of death of the holder in the early part of his course, in which case monthly tuition is retained and balance remaining is returned to the parents.

Reports—A complete record is kept of each student, showing his attendance, effort and progress in branches pursued, studies completed and general department.

This report is mailed to parents or guardian each month.

Home Study—One reason students at the Roanoke National Business College accomplish so much in such a short time is the amount of home study required. Lessons requiring from two to four hours' study are assigned each day and must be prepared by nine o'clock next morning.

Individual Supervision—In the Roanoke National Business College, each and every student's work is carefully supervised, examined, criticised and returned for correction. The classes are so closely graded, and promotions from one class to another are made so frequently, that each pupil's advancement depends entirely on his own effort and industry, and, at the same time, he derives the enthusiasm and inspiration of numbers and the competitive spirit of a wide-awake class of students.

Amount in Money Necessary to Start—Do not hesitate to start a course because of lack of sufficient money to pay expenses for the entire course. Only a comparatively small amount is needed to begin studies.

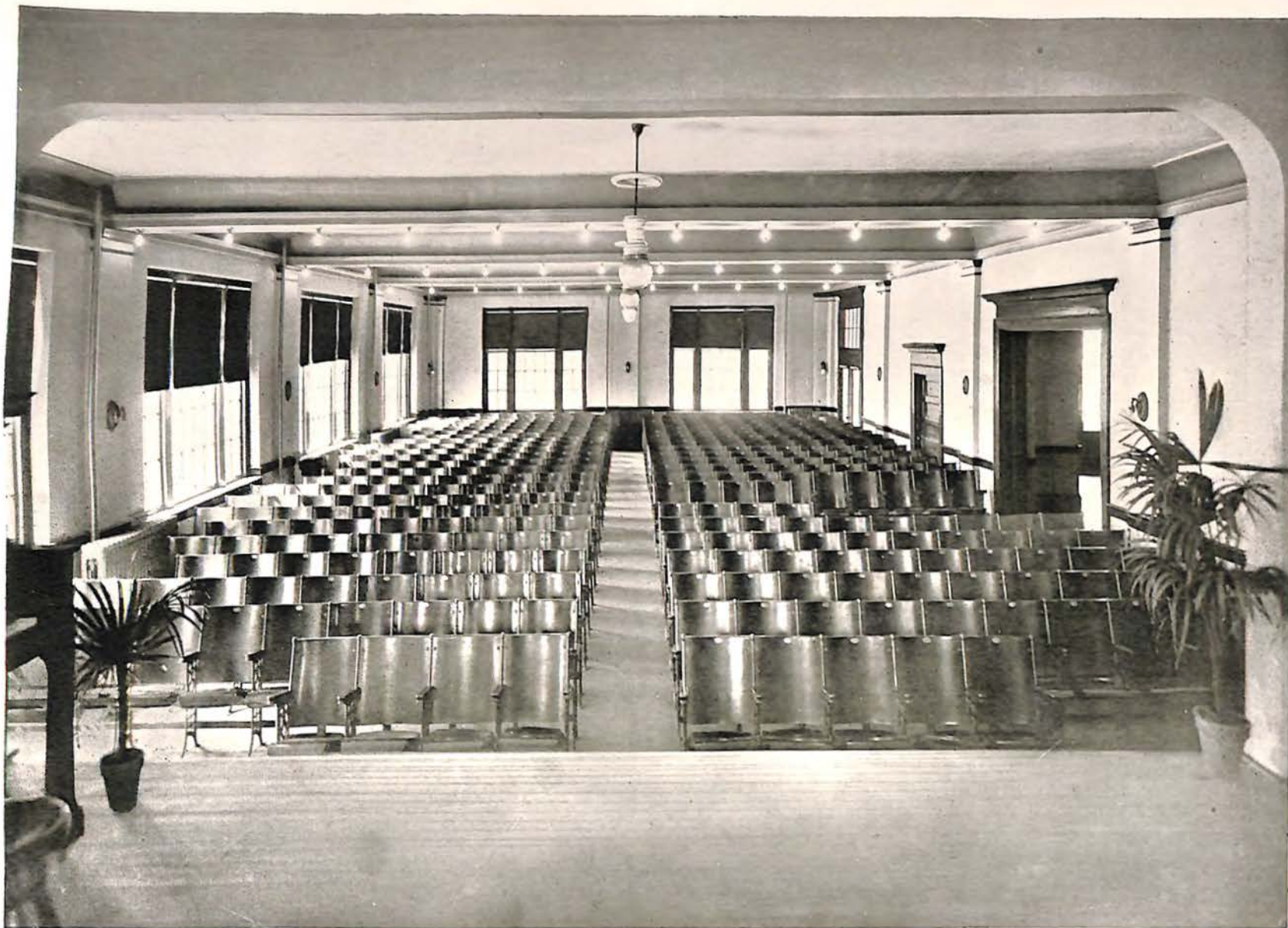
Students, of course, must have enough money to pay for books and stationery, one month's tuition and one month's board, all of which will amount to less than \$75.00 the first month. Afterwards it need not exceed \$55.00 a month. A student should not postpone entering school because of insufficient money to defray the entire cost of the course. Money may be sent from home monthly, as it is needed.

Pupils may at all times deposit any money or valuables in the College safe and withdraw it when desired.

Borrowing the Money—We are often asked if it is advisable to borrow the money with which to secure a business education. To this question we answer—If you, young man or young woman, have the elements of success in you and believe that a business education is all that you need, more than you now possess, to enable you to earn success, and if you have not the money we say, "BORROW IT." By the elements of success, we mean health, honesty, willingness to work, an ambition to succeed, agreeableness of manner and determination of purpose. Hundreds of young people have taken our advice in this matter and have never regretted it, returning the borrowed money within a few months after graduation.

Arrival of Students—Students intending to enter the Roanoke National Business College should always notify M. A. Smythe, Vice President and General Manager, a few days in advance, stating on what train they will reach Roanoke. He will then be able to meet them at the station. If he should fail to identify them, they should report to the Travelers' Aid, in the waiting room, and the lady in charge will notify the proper person. Students arriving in Roanoke during the day should report at once at the College office.

If at night and no boarding place has been engaged and no friends notified, they should telephone or have some one telephone direct to Mr. Smythe's home, telephone No. 2326-R, and he will direct them to a hotel or have some one see that they are comfortably lodged for the night.



COLLEGE AUDITORIUM

The spacious Auditorium shown above is for the daily use of students for assembly, lectures and entertainments. A number of interesting lectures and entertainments are given during the year. In addition to these, it is planned to have two or three addresses a week by local business and professional men who are interested in the school and its students. This lecture course alone is worth more than the entire amount paid for tuition. We know of no other business college offering the advantages of such an auditorium and a free lecture course.

GENERAL INFORMATION

Books and Stationery—The books and stationery are kept in stock at the College. The cost of the books and stationery for the various courses may be found on Page 51, listed with the tuition for the respective courses.

Lectures and Entertainments—In the spacious and beautiful auditorium of the Roanoke National Business College are given every year interesting lectures and entertainments. Many of these lectures are by men of national reputation and occasionally of international fame. Instead of the regular chapel exercise in the auditorium, it is planned to have something in the nature of an interesting and instructive lecture at least once a week.

Short Courses—We do not offer short courses. We do not believe that thinking young people want short courses. We know that business men do not want employees who have been poorly trained and it is impossible to provide adequate training, if courses are too much abbreviated. So called "short courses" are productive of nothing but dissatisfaction, discouragement and failure.

We intend that our courses shall contain only the studies essential to the proper preparation of the student for the service that he intends to render but we recognize the fact that time is an important element in education and all of our courses are planned to give the student an education that will be valuable to him as long as he lives. Of course, a student may enroll for a brief period should he desire and he will be able to accomplish as much with us as would be possible were he to attend a short course school for the same length of time—and more.

Postgraduate Work—Many students, who have graduated from other schools, take advantage of the high degree of efficiency and learning of the Roanoke National Business College to continue their studies.

This postgraduate work is most valuable as it thoroughly prepares young men and women for a successful entry into the business world.

The National Business College is always abreast of the times—up to the minute in all matters pertaining to business education and systems—the postgraduate work increases the student's knowledge and capability and enables him to secure better positions and fulfill his duties with absolute confidence. Our regular diploma will be issued to postgraduate students provided they spend at least three months in our school and pass all examinations.

Saturday Work and Examinations—Most examinations are held on Saturday to avoid conflicting in any way with the regular schedule of classes and thus considerable time is saved. The building is also open on Saturday until noon for the convenience of those students who prefer to study at their school desks rather than at home.

Graduation—If the young people and their parents could realize the great importance of completing a course, there would be many more successful men in the world.

The demand to-day is for thoroughly and efficiently trained business assistants. The partially prepared or half-prepared men are not wanted. A little training is good, but a complete course is so much better that every effort and, if necessary, many sacrifices should be made to complete a course once begun and to secure your diploma, which is your credential that your work has been thorough and complete.

We do not urge you to complete your course merely that you may earn a diploma, but the student who

secures his diploma, secures with it confidence and a sense of inherent ability that gives him greater power and carries him on to greater success.

All students finishing any of our courses are graduated at the assembly exercises. There is hardly a week passes that we do not have a graduating class of from one to fifteen. Our plan of combining classes and personal instruction makes it possible for students to enter any week day and by the same means they are enabled to graduate in the shortest time possible consistent with their ability, industry and education.

Diplomas and Degrees—A handsome diploma is issued to students satisfactorily completing either of the following courses: Business, Banking, Secretarial, Stenographic and Full Combined. Certificates are issued to those who complete the work in Penmanship and Typewriting.

The H. G. B. (Honor Graduate in Business) Degree is conferred upon graduates of our Full Combined Course, who finish all their subjects with grades averaging 90%. The degree is evidenced by a very beautiful diploma issued by the National Association of Accredited Commercial Schools. In addition to the diplomas that are awarded, each graduate is given an engraved certificate in a leather card case in order that his credentials may be conveniently carried with him.

Typewriting Classes Always Use First Class Equipment



L. B. HORNIDAY
Royal Typewriter Department

We maintain a mechanic at all times to care for our typewriting machines. Machines are never permitted to be used unless in the finest condition. To assure this, every machine is carefully gone over from time to time by our expert typewriter mechanic and students are thereby assured the use of A-1 machines.

Because of the high rating our school enjoys, we were chosen by the Royal Typewriter Company to represent them in this entire district.

Only after thorough investigation of all typewriters did we decide to equip our school almost entirely with Royals. Mr. Horniday is in charge of this department.

ROANOKE NATIONAL BUSINESS COLLEGE

Bank's Resources Increase Over 160 Per Cent. With National Student In Charge



J. W. Bland

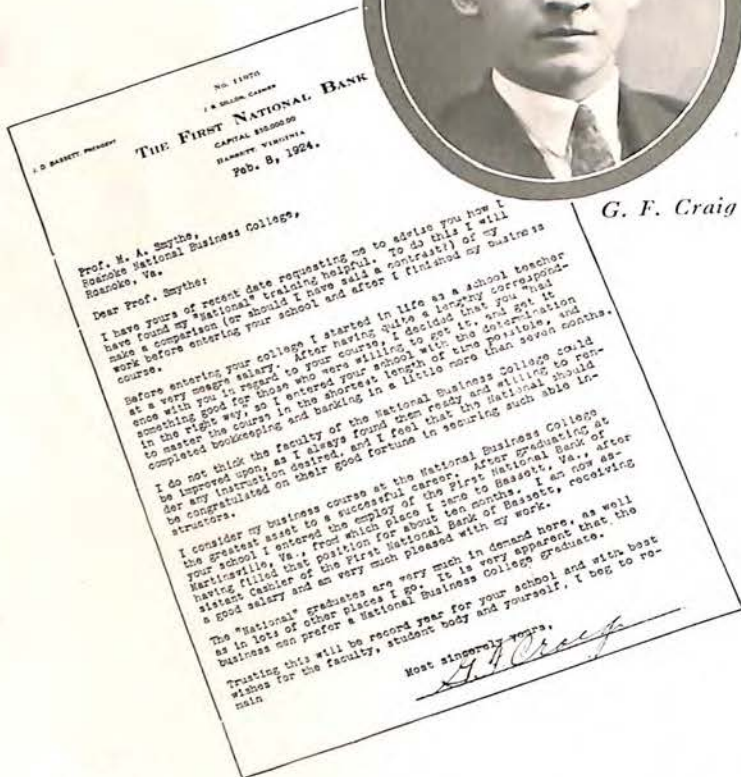
As Cashier of the National Bank of Blacksburg, Va., J. W. Bland—one of our students—has met with remarkable success.

During the time Mr. Bland has been in charge, this Bank's resources have increased OVER 160%.

To his thorough training at the National does Mr. Bland attribute his success.



G. F. Craig



THIS LETTER FROM G. F. CRAIG, ASSISTANT CASHIER, FIRST NATIONAL BANK, BASSETT, VIRGINIA, FULLY PROVES THE VALUE OF ROANOKE NATIONAL BUSINESS COLLEGE TRAINING

National Student's Rapid Rise to Director of \$7,500,000.00 Corporation



H. W. McNeil

Former Roanoker Gets A Big Job

Harry W. McNeil Chosen as Official of Sullivan-Pocahontas Coal Company

Harry W. McNeil, who is well known in Roanoke, was elected director and assistant secretary and treasurer of the Sullivan-Pocahontas Coal Company, which is a \$7,500,000 corporation, formed with the consolidation of seven large smokeless coal operations in the Winding Gulf, W. Va., coal fields. This merger creates one of the largest operating companies in the smokeless fields.

Mr. McNeil attended the National Business College of this city in 1914 and graduated from the full combined department of the school with one of the highest averages that has ever been made, being granted the degree of H. G. B.

He was placed by the College with the Virginian Railway Company and advanced to an important position. When war was declared, he resigned his position to enter the navy and upon his discharge the employment department of this institution placed him with the Harris Hardwood Company of this city, which position he held until he went with Mr. Sullivan, president of the present corporation.

His advancement was rapid, first becoming chief clerk and on January 1 being promoted to his present position as director and assistant secretary and treasurer of the new company.

The Mullins Advocate says: "While Mr. McNeil has not been with the organization long, he has proven to be a man of unusual ability and is also closely associated with Mr. Sullivan in all his enterprises."

Mr. McNeil's friends will be glad to hear of his success.

The Roanoke World-News, Roanoke, Va., Saturday Afternoon, January 26, 1924

Board and Lodging



Some of the Best Residential Streets in the City Where a Large Number of Our Young Ladies Board and Room.

Private Homes

From the moment the student steps from the train at Roanoke, his or her welfare becomes a matter of vital interest and concern to every member of the Administrative and Faculty Boards.

For the 38 years during which the school has been in successful operation, the greatest care in the selection of boarding homes has assured students of comfortable home surroundings among refined people and with proper associations.

The recreational activities of the school are carefully but not annoyingly supervised. Each student is urged to take an active interest in religious work of some nature, a personal, cordial invitation by the minister of the faith which the student professes being extended.

The upbuilding of the character and self-reliance of students is deemed an essential part of the curriculum and every member of the Faculty is always available to act as a friendly advisor for any needs which may arise.

Board and furnished room, including light and heat, can be had at \$25 to \$30 a month in private family and in many cases where students have been boarding for years.

"Owes Her Success To The National"

Read Miss Stinson's Letter

Buffalo, N. Y., January 18, 1924.

MR. M. A. SMYTHE, Vice President and Gen'l Mgr.
National Business College,
Roanoke, Virginia.

Dear Mr. Smythe:

As you know, after I graduated, I was sent to Williamson, W. Va., to do two months' supply work for the American Legion. My work being satisfactory

in this position, I was then recommended to and employed by the Bankers Finance Corporation, a corporation which was just organized about that time. I was with them for eighteen months, my salary being raised at the end of the first year, when the capital stock was increased to one million dollars and the home office moved to Huntington, W. Va. I was transferred with the office as the President's stenographer.

I was in Huntington for six months, when Mr. Sinclair, General Manager of the Jeffrey-Dewitt Insulator Company, of Kenova, W. Va., offered me a \$40 increase in salary to go to Buffalo and take charge of the stenographic work in their new plant, the Champion Switch Company. I had a good position with a bright future and my work had proved satisfactory, so I hated to change, as I loved my work there, but I did not feel that I could turn down that salary, especially, as I was promised another raise as soon as the company got on a production basis, so I accepted it and came to Buffalo the first of October. We expect to put on other stenographers from time to time and coming in on the ground floor, I will have complete charge of that department and will grow with the company, therefore, I feel that I have a very bright future here.

I might add that Mr. Sinclair, who is also our General Manager, has asked me if I could get him Virginia girls who are graduates of the National Business College for his stenographers from now on, as he has tried six in the West Virginia plant inside of two months and found all so incompetent that he had to discharge them. I have found that once a business man has one of the "National" graduates, he never wants any one from any other school. I do not mean to be boasting of my success, but I am only telling you this to try to show my appreciation of this wonderful school and what it has done for me. I take none of the credit, but feel that I owe it all to my "National" training and I should certainly advise any one who wants to take a course to take it in your school, as the reputation of this school is known far and wide.

I will always have a warm spot in my heart for the "National" and all of the faculty, as they take such a personal interest in each and all of their students, always ready to speak an encouraging word and if there is anything that I can do for you and your school at any time, please do not hesitate to call on me.

Sincerely yours,

MARY J. STINSON.



Young Men Secure Board and Room In Some of Roanoke's Most Select Homes

ROANOKE NATIONAL BUSINESS COLLEGE



Basket Ball Team No. 1

Basketball Team No. 1

ROBERT CONNOR, Salem, Va.
 M. S. DIXON, Bridgewater, Va.
 SANDERS GRABEEL, Hagen, Va.
 ARTIE GRINSTEAD, Seven Mile Ford, Va.
 STANLEY BAILEY, Welch, W. Va.
 (Mascot) PHILIP COULTER SMYTHE



Swimming



Basket Ball Team No. 2

Basketball Team No. 2

W. B. ZOLLMAN, Roanoke, Va.
 EDGAR REYNOLDS, North Wilkesboro,
 North Carolina
 PAUL CHAPMAN, Woodstock, Va.
 JOHN BOWIE, Roanoke, Va.
 WILLIAM FARRIER, Sinking Creek, Va.



Calisthenics

STUDENT ACTIVITIES



Y. M. C. A. Building

Athletics

The faculty of the National Business College takes a deep personal interest in the welfare of the students. Not alone are they interested in the high attainments of their pupils in school, but also encourage clean, wholesome athletics and sports.

Through a special coöperative arrangement with the Young Men's Christian Association, regular classes are maintained exclusively for our young men. There are excellent classes in gymnastics, calisthenics, etc. Basket ball and other manly games are fully indulged in and the Roanoke National team has brought many honors to the College. The Y. M. C. A. is fully equipped with lockers, showers, etc. The gymnasium is complete in every detail and the large swimming pool is the delight of all who use it.

Special short term rates have been granted by the Y. M. C. A. for our students as follows: \$2.50 for three

months; \$5.00 for six months. These fees may be paid to the College along with other school expenses. We recommend that our students join these classes as soon as possible after beginning their work in the National Business College.

For the young women are the usual Y. W. C. A. athletics and numerous other splendid sports. The Y. W. C. A. maintains a Business College Club and takes a very active part in the social activities of our young women.

Tennis courts used by our students are located in Elmwood Park, diagonally across the street from the College building.

Such school activities are conducive to good health and better citizenship.



"Off for a Game"

"Graduates"

At the Top of Mill Mountain

*Students
At Play*

Scene Near Roanoke



THE GLEE CLUB IS ALWAYS POPULAR

Roanoke National Business College has always been proud of its Glee Club. Excellent singing by this happy family is a joy to the listener. Every Friday morning the Club and students sing in the Auditorium and is greatly enjoyed by them



THE BIBLE CLASS IS ALSO WELL ATTENDED

Under the careful direction of Professor Cassel and Mr. Hindman, General Secretary of the Y. M. C. A., this Class is very popular and the work most enjoyable

Employment Department



The demand made upon the Roanoke National Business College for its graduates to fill responsible and lucrative positions has for a number of years been greater than can be supplied.

The successful experience of the Roanoke National Business College for the past thirty-eight years in preparing young men and women for business positions has given the institution an enviable reputation among business men.

Letters and telegrams are received almost daily from out-of-town firms, such as banking and mining companies in West Virginia and manufacturing enterprises in this and other states. Many of the positions are of a very high character. Local and nearby business men

and, quite frequently, those at a distance, come in person to the College, and after consulting with the management, select a pupil and engage him to commence work at once or when his course is finished.

Business men know that President Coulter and Mr. Smythe will not recommend any young man or woman to a position who is not qualified to fill same, and because of their good judgment in selecting the right pupil for the right place business houses usually leave the selection entirely to them and engage those whom they recommend.

We are called upon to fill many kinds of positions at salaries from \$75 to \$150 per month and there is seldom a time when we do not know of several vacancies demanding high-grade and efficiently trained young men and women.

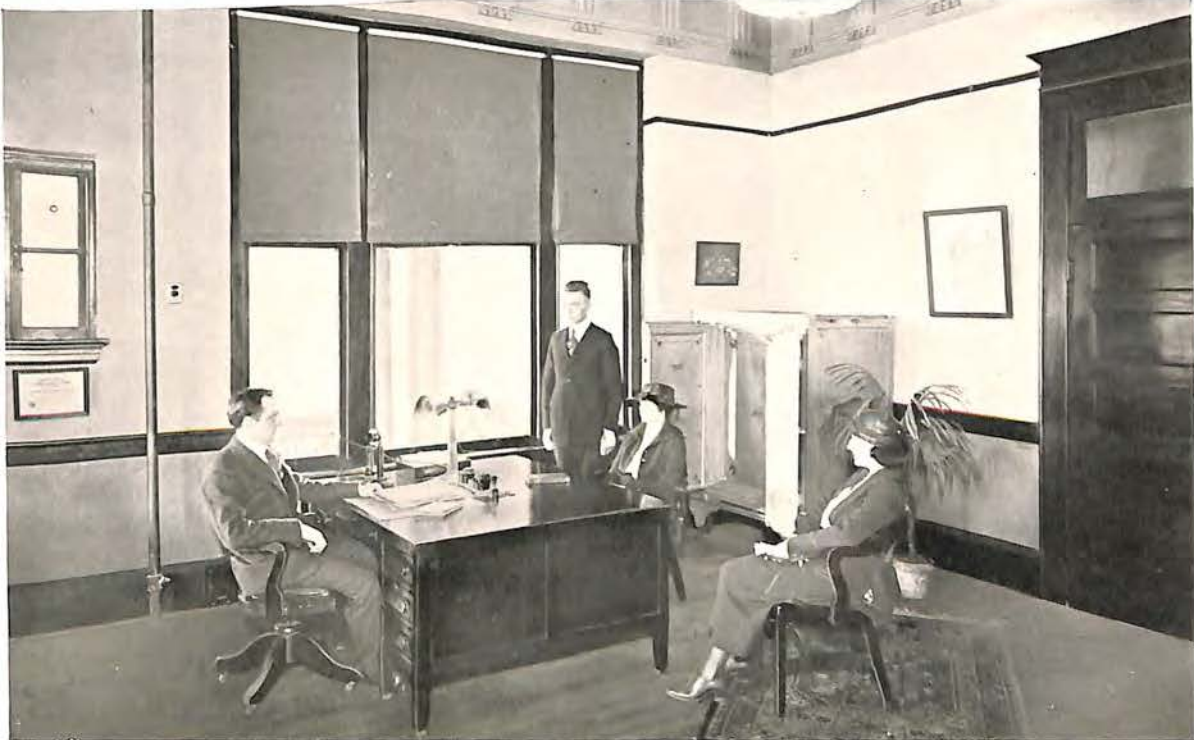
The Employment Department recommends and secures positions for those who are not graduates, provided they are capable of filling positions, but does this only when there is no graduate available for the position.

The demand for efficient clerical assistants is so great that many business men insist upon their prospective employees, including their sons and daughters, attending the Roanoke National Business College before beginning their business career.

A number of our students leave positions temporarily to attend the Roanoke National Business College and secure the education and training which, after a very short business experience, they discover they needed.

Not only does the Roanoke National Business College prepare and place its students in desirable positions, but, best of all, it teaches and trains them while in school how to secure positions for themselves.

As a further assurance of our ability to place graduates in desirable positions, we not only give pupils the privilege, but urge those who have graduated to continue their work, entirely free of charge, until a satisfactory position is secured.



M. A. Smythe, Vice President and General Manager, Interviewing Students



Thinks

Introductory Bookkeeping Department

ANNIE LEE MULLEN



Roanoke, Va., Jan. 17, 1924.

"As I see all around me such splendid results from students attending your school, I cannot resist putting my 'thank you' in with the rest for what you have done for me."

J. M. HARRIS



Mr. J. M. Harris, bookkeeper, Motor Finance Corporation, writes: "I had only a seventh grade education when I entered the Roanoke National Business College and without the training I received there I would be like a ship without a rudder."

A Few Former Graduates—and What They Say

Courses of Study

"Opportunity Knocks as Often as a Man Has An Ear Trained to Hear Her, An Eye Trained to See Her, a Hand Trained to Grasp Her and a Head Trained to Utilize Her"

COMPLETE COMMERCIAL COURSE

THE Complete Commercial Course, as here outlined and as taught in our school, is designed to make not only good bookkeepers and efficient office help, but successful business men and high grade accountants.

The Commercial Course embraces the following subjects: Bookkeeping, Business Practice, Banking (separate course), Penmanship, Arithmetic, Rapid Calculation, Business English, Spelling, Punctuation, Correspondence, Commercial Law, Lectures on Advertising, Salesmanship, Credits and Collections and Business Science.

The Commercial Course is divided into three departments: The Introductory Commercial Department, the Advanced Commercial, Actual Business, Auditing and Accounting Department, and the Banking Department.

The Introductory Bookkeeping Department is under the direction of Professor Amos M. Cassel, who is a graduate of the First Pennsylvania State Normal School and holds the degree of A. B. in Dickinson College. He is an experienced business college man with eighteen years' teaching experience.

Many former students of this institution will remember Professor Cassel as their instructor and counsellor. His many friends throughout this section will be glad to learn of his continuance as a member of the faculty of the National Business College. It is interesting to note that his connection with this institution extends over a greater period than that of any other member of the faculty. His ability as a teacher of young people is evidenced by the success of his pupils in Virginia and neighboring states as well as in the North where he was actively engaged in business college work for a number of years.

Young men and women of the Commercial Department are fortunate in having Professor Cassel to lead and direct them in the most important and fundamental work of the Introductory Department. He is an ideal teacher—sympathetic, enthusiastic and with a keen understanding of young people that enables him to get the best results from his students.

His desire to help young people has led him back into the teaching profession after several years engaged in business. This institution feels especially fortunate in as much as it was selected as the one where he could do the most good to the largest number.

His ideals as a man and teacher are an important factor in the continued growth and development of this institution.

Professor Cassel is ably assisted in this department by Mrs. Cassel, who is a graduate of the State Normal School of Millersville, Pennsylvania. Mrs. Cassel has a teaching experience of seventeen years. Both Mr. and Mrs. Cassel take an active interest in student activities, being members and official chaperons of the Hiking Club.

In the Introductory Commercial Department students are well started upon their course. This department lays the foundation for the work which is to follow in the Advanced Commercial Department.

Bookkeeping in this department consists of a thorough and complete mastery of the fundamental principles of double-entry bookkeeping. The laws of debits and credits are clearly expounded and the technical terms are fully explained.

The student is instructed in the use of the journal, cash book, sales book, purchase book, ledger and the issuing of statements to show loss and gain, resources and liabilities. Special attention is given to forms, rulings and neatness, and, if satisfactory, the work is graded by the head of the department.

This course gives the student a comprehensive knowledge of bookkeeping and he is well prepared for the Advanced and subsequent courses which succeed this work.

Arithmetic, Penmanship, Rapid Calculation, Commercial Law, English and Correspondence in this department are taught as the student advances with his Bookkeeping Course.

Advanced Commercial, Actual Business, Auditing and Accounting Departments—This department is in direct charge of Miss Georgia McCutcheon. Miss McCutcheon is an ideal teacher. Her congenial disposition, sympathetic nature and keen interest in young men and women not only inspire, but hold, the good will of her students. She is thoroughly conversant with the work of her department and is so definitely interested in the welfare of her students that her influence is of inestimable value to them.

Advanced Department—In this department the work in Bookkeeping is designed especially to give our students a broader knowledge of the subject of accounts and accounting, in which many styles of special-column rulings in cash books, journals, sales books and ledgers are used. It also introduces the Three-Ledger System.

Actual Business, Auditing and Accounting Department—Our students on entering this department fill out leases for property in which to do business and are given sufficient capital for that purpose. A careful check is kept on each student's work, thereby insuring his best efforts.

In this department you will find the National College Bank, thoroughly organized and carrying on its business in accordance with the recent Federal Reserve Act; a GENERAL OFFICE departmentized and organized along the best accounting principles, in which the student is taught the best labor saving methods of recording business transactions, filing, billing, collecting, etc.

In addition to the above there are numerous retail merchants engaging in business as individuals, partners and corporations. You will find all the business activities of a community represented in this department, such as wholesaling, retailing, transportation, insurance, commission and brokerage; also the regular banking activities such as tellers receiving deposits or paying checks, merchants discounting notes, collection clerks collecting notes and drafts and the same business activity and earnestness to be found in any business center.

Students in this department have absolutely no textbook to follow, but are guided by carefully prepared directions outlined by Mr. Smythe. It is, therefore, impossible to copy or to rely upon other students for their results. The pupils are thereby forced to put into practice the knowledge they have acquired in our Introductory Department. Each student is merchant and bookkeeper, not only qualifying himself as a book-

(Continued on Page 35)



*THE FALL ENROLLMENT—ROANOKE NATIONAL BUSINESS COLLEGE
(All group pictures represent less than one-half of the annual attendance)*



Introductory Typewriting Department

Thirty-Two



A Living Testimonial to the Efficiency and Success of This Splendid Business Training Institution



Touch Typewriting is Taught Exclusively and Certificates are Awarded Under International Rules



Advanced Commercial and Banking Departments

C. E. CURTIS



Mr. Curtis writes: "I am head bookkeeper for the Banner Warehouse, making a good salary. I owe my position to the Roanoke National Business College and never fail to recommend it to my friends."

MABEL P. JONES



Richmond, Va., Jan. 14, 1924.
"Without the instruction and advice received by me at the Roanoke National Business College, I do not believe that I could successfully hold the position which I now have and I shall always praise the 'National' for the benefits which I have derived from its teachings."

Satisfied Students Substantiate Success

COURSES OF STUDY



STUDENTS FROM SALEM, VIRGINIA
Mabel Boley, Donald Wray, Litha Otey,
Helen Stump, George Martin, Thelma
Doss, R. G. Davis, Ida Gunter, John
Gray, Virginia Little, Mary Goode and
Albert Cox.



ORCHESTRA

George D. George, Beckley, W. Va.; R. L. Cook,
Matoaka, W. Va.; Wayne Harris, Mount
Airy, N. C.; Owen Trenor, Glade Spring, Va.;
Edward Campbell, Roanoke, Va., and Horton
Shanks, Roanoke, Va.

(Continued from Page 31)

keeper, but also training himself to transact business with others who are just as anxious as he to make a profit on their dealings.

Subjects that are discussed in our Arithmetic classes and Commercial Law and other lectures are here put into practice and questions often arise among students in their business transactions that are carried to the Law Class for settlement. This so fixes in the student's mind the proper methods and manner of handling business transactions and commercial papers that when he goes into the business world, he has a practical knowledge of these subjects, such as a person gains who has spent the greater portion of his life in business activities.

Students' work in this department also is carefully graded. He first conducts his business as an individual; makes business statements; determines his profit or loss; closes his books and admits a partner. The partnership is conducted for two or three weeks, at the end of which time he closes his books and incorporates the business under the laws of his state.

Corporation Accounting—Corporation Accounting is given especial attention. A student writes all papers necessary for incorporating his company, issues certificates of stock, sells them to the best advantage and then proceeds to conduct his business on a broader scale as a corporation. He borrows money from the bank, discounts bills, renews notes and makes many other transactions that he would be called upon to make in business. He then has the actual practice of closing a corporation set of books, declaring dividends,

setting aside surplus and undivided profits. The books are closed, he determines his per cent. of dividends and checks are issued to his stockholders.

Auditing—One of the most important features of our Actual Business Department is the instruction given and the practice afforded the students in auditing books. Each student, before leaving this department, must take a set of books, worked by a fellow student, and, under the instruction of his teacher, carefully audit and check each transaction found in them, just as the auditor of any large company would take its books and audit them to determine the accuracy of the work.

We believe our demands in this line are even more exacting than those of the majority of the best auditors. This is of great value to our students and is considered by them as one of the most important features of our course, as it is offered by only a few schools in the United States.

The entire study of Bookkeeping is practical, interesting, thorough and complete; and we are confident in saying that the course cannot be materially improved. Students, from the time they commence the course until they finish, are taught as individuals and no student is retarded in his work on account of another who is less industrious or not so well qualified for advancement.

Business Writing—Judge a School by its Work—Only School in State Where Students are Inspired by Work of Professional Penmen—Good penmanship is more essential than any other one subject taught in a business college. It is a passport to a good position. It has secured and held more good

(Continued on Page 37)

ROANOKE NATIONAL BUSINESS COLLEGE

"A boy with a poor handwriting is out of tune with hope. He plays discord on the strings of opportunity."

Department of Business
Roanoke National Business College
Roanoke, Virginia
E. M. Coulter, President

A Specimen of Ornamental Penmanship Written by E. M. Coulter, President



A Representative Gathering of Students from Carroll and Grayson Counties, Virginia
Top Line (left to right)—Vance Edwards, Woodlawn, Va.; C. E. Hylton, Meadows of Dan, Va.;
Don Johnson, Baywood, Va.; Ed Gardner, Hillsville, Va.; M. H. Gillespie, Galax, Va.;
Guy Hawks, Galax, Va.; V. L. Choate, Galax, Va.
Lower Line—Clarence Hash, Mouth of Wilson, Va.; Mrs. Mae Blevins, Grant, Va.; Daisy
Lineberry, Cliffview, Va.; Marie Naylor, Galax, Va.; Kyle Ward, Comers Rock, Va.;
Neal Wright, Comers Rock, Va.

COURSES OF STUDY

(Continued from Page 35)

positions than any other one accomplishment. Bad handwriting has sent more letters of application to the waste-basket than any other one failing.

The Penmanship Classes in the Roanoke National Business College recite daily. The class drills, together with the home lessons, produce, in a few months' time, an excellence in plain, rapid, unshaded business penmanship.

Through the beautiful copies of penmanship given by the teachers, students become fond of their practice, which has heretofore, perhaps, been unsuccessful when attempted under unskilled instruction.

The Roanoke National Business College has always enjoyed the reputation of teaching the best penmanship. It has in its faculty four professional penmen and several good free-hand business writers. Facilities are offered to students who so desire to perfect themselves in ornamental writing as well as business penmanship.

The standard of excellence maintained in other departments of the school is in keeping with that of the Penmanship Department.

Many students are wisely influenced and guided in the selection of a business college by the penmanship, for they feel that by this standard they may judge the entire school.

Special Penmanship Certificates are issued to those qualifying in excellence and efficiency. Students desirous of continuing Penmanship work along artistic and engrossing lines will find in Professor Smythe and President Coulter every encouragement and assistance. Clubbing rates of subscription are secured for our students to a number of excellent Penmanship periodicals, which are published monthly.

Arithmetic—The subject of Arithmetic, as taught in the Roanoke National Business College, is one of the most fascinating of subjects. Business Arithmetic, such as is required in business and such as we teach, is not the dry, complicated, difficult subject that some pupils have found it in their previous study.

The Arithmetic teachers in the "National" possess marked ability in teaching the subject. They do not give rules and ask students to follow them blindly, but teach them to use their reasoning powers and to see the principles underlying the various operations.

Rapid Calculation—Rapid Calculation in the Roanoke National Business College is made a part of the regular Arithmetic work. Exercises and drills in rapid mental and written calculations, embracing the various short methods so convenient and profitable are a part of the regular course.

The work in the Rapid Calculation Class alone gives the student great facility in making accurate and ready calculations and gives him a great advantage over one who has not had this work.

We do not sacrifice accuracy for speed, but endeavor to give only such short methods as will give both speed and accuracy. We teach no short cuts not practical for business purposes.

Commercial Law—It is not the purpose in the Commercial Law Class to make lawyers of our students, but to teach them to discern ways that lead from litigation and to enable them to conduct their business dealings with an intelligent idea of their legal rights and limitations.

We aim in the Commercial Law Class to show a student that the laws of the land have been made for

his protection and not for his persecution as many young people sometimes think.

The work in the Commercial Law Class covers such interesting subjects as the following: Contracts, Sales of Personal Property, Negotiable Instruments, Agency, Bailment, Partnership, Corporations, Insurance, Transfer of Real Estate, Mortgages, Deeds, Jurisdiction of Courts Pleading and Practice.

Live topics are discussed and important cases are carefully followed.

The subject of Commercial Law is taught by what is known as the case method; that is, actual cases which have come before courts and have been decided are used to illustrate the points discussed. This adds an interest to the subject which cannot be had in any other way.

Business English—Same as described on Page 47 in the Shorthand Course.

Spelling—Same as described on Page 47 in the Shorthand Course.

Punctuation—Same as described on Page 47 in the Shorthand Course.

Commercial Correspondence—Business Correspondence enters largely into commercial activities. No business course would be complete without considerable instruction on this subject.

The Roanoke National Business College in teaching this subject goes much further than a mere mechanical arrangement of a letter on a page. The outline and arrangement of the letter is covered in a few lessons and is followed by extensive practice in the writing of business letters embracing such features as the ordering of goods, letters accompanying remittances, letters requesting payment of over-due accounts, letters of application, letters for sale purposes, letters of recommendation and testimony, letters of congratulation and condolence, letters of commendation and criticism.

This work in Correspondence is of immeasurable value to the young person about to enter business. It gives him training and experience which other men have had to get, in many cases, at considerable expense if not actual loss. This work, though taught in a separate class, correlates with Grammar, Spelling and Punctuation, giving the student a great advantage over one not thus prepared. The work on this subject, with its associate lectures, alone is worth many times the cost of the entire course.

Miscellaneous Lectures—Advertising Salesmanship, Credits and Business Science.

In the Correspondence Class and in the Commercial Law Class, at appropriate points as well as from assembly, lectures on Advertising, Salesmanship, Credits, Collections and Business Science are given with great value and profit to the student.

The Commercial Course, as will be seen, develops an all-round business man. The Bookkeeping work teaches him to make entries, Arithmetic how to make calculations, Commercial Law how to protect his interests, the Penmanship work how to execute and the other subjects add ability and knowledge which can be turned to money-earning use.

The increased demand for high-grade bookkeepers has induced us to make our course even more thorough and complete than it has ever been before, and as methods are rapidly improving in business, we endeavor each year to keep our course abreast of the times. "Just a little better than seems necessary," can aptly be said of our courses of instruction.

Executive Positions Open to Women



GAYE HARTE

Secretary, Alleghany Motor Car Company, Inc.,
Roanoke, Virginia

Entered the Roanoke National Business College from Ivor, Va., and graduated from the Full Combined Course, receiving her Honor Graduate in Business Degree.

Immediately upon graduation, the College placed her with the Alleghany Motor Car Company as bookkeeper and stenographer at a beginning salary of \$125.00 a month. She has received several raises in salary and promotions until she is now Secretary of the Corporation at a salary of \$2,500.00 a year.



MRS. R. M. TATE

"I owe my success to the training and discipline I received from the 'National.' I think your methods of teaching are wonderful, indeed, and they have helped me in many ways. The spirit of endeavor and enthusiasm that prevails throughout the school is a big factor toward the success of the student.

"I highly recommend the Roanoke National Business College to any one who desires to take up a business career, for I know what the school did for me and it can do the same for others."

MRS. R. M. TATE.



CLARA M. FULCHER

From Public School Teacher to a \$160.00 a month
Stenographer

Prior to entering the Roanoke National Business College, Miss Fulcher was a teacher in the public schools, working nine months in the year.

She writes: "After completing the Secretarial Course at the Roanoke National Business College, I was advised of an opening for a stenographer in the office of the Clerk of County Court of McDowell County. I was assigned to this position at a beginning salary of \$100.00 a month. Four months from the time of my employment, my salary was raised to \$120.00; since that time I have received two other raises, making my present salary \$160.00."

M. HANNAH HARRIS

From Store Clerk at a Small Salary to Secretary
to the City Manager of Roanoke

Roanoke, Va., Jan. 23, 1924.

Mr. M. A. Smythe, Vice President and Gen'l Mgr.,
Roanoke National Business College,
Roanoke, Virginia.

DEAR MR. SMYTHE:

I am at present employed as secretary to the City Manager of Roanoke. My work is interesting and my surroundings are very pleasant. It is entirely due to the training which I received at the "National" that I am able to hold this position.

Before entering your school, I was employed as saleslady in a small department store, earning a small salary, which has been almost trebled.

I would advise any young woman desirous of becoming independent to take a business course.

With best wishes to you and all the faculty, I am

Very sincerely,

M. HANNAH HARRIS.



AN ACCREDITED SCHOOL



Looking Toward Main Entrance, Showing President Coulter in His Private Office

Visitors—Visitors are always welcome. We are glad to show those interested through the building at any time. During school hours, however, when the students are present, is a much better time to get an idea of the work. Visitors will see room after room filled with enthusiastic, interested young men and women, attending to their studies and duties more like business men and women than like students.

An Accredited School—The National Association of Accredited Commercial Schools, of which this school is a member, is made up of those institutions that have been favorably passed upon by the business public and by the examining board of the Association. There have been admitted to membership only those schools that have fully proved their right to be regarded in the best sense of the word as business training institutions—schools that have been alert to meet present day requirements and have been successful in their respective communities.



Lobby and Elevator from West Entrance

ROANOKE NATIONAL BUSINESS COLLEGE



BANKING STUDENTS

Wm. Ayers, C. M. Meyers, John Seay, Sam Elliott, B. Culbertson, Carroll Craig, Ernest Richmond, Justice Bennett, John Austin, S. O. Morris, Guy Culbertson, Clarence Hash, V. A. Sowder, Ernest Smith, Gray Cleck, Percy Riddleberger, Franklin Rash, Quintin Harris, A. G. Roach, Eddie Berry, G. E. Harris, Fred Pope, H. E. Lavinder, Russell Garst, Percy Gardner, Norman Creasey, Argel Kincaid, Walter Smith, Blair Amole, Edward Campbell, A. P. Hudgins, Wm. Jones, Junius Lawson, Oren Trenor, Edward Andrews, Henry Amos, R. G. Davis, William E. Beane, R. L. Cook, C. W. Williams, Eura Rakes, Emma Hager, Margaret Furbush, Ruby Hite, Dorothy Clift and W. B. Zollman.

A Few Bank Officials Who Have Attended The Roanoke National Business College

- | | |
|--|---|
| D. R. WOOD, National Bank Examiner, United States Government Official | G. C. HOLCOMB, Cashier, American National Bank, Roanoke, Va. |
| F. B. MCCONNELL, Cashier, Peoples National Bank, Abingdon, Va. | MISS REVA WEEKS, Assistant Cashier, Day and Night Bank, Roanoke, Va. |
| J. B. WAMPLER, President, First National Bank, Big Stone Gap, Va. | E. G. LINNEY, Assistant Cashier, First National Bank, Roanoke, Va. |
| J. W. BLAND, Cashier, National Bank of Blacksburg, Blacksburg, Va. | T. L. ENGBRY, Assistant Cashier, National Exchange Bank, Roanoke, Va. |
| R. I. McALEXANDER, Cashier, Farmers and Merchants Bank, Blacksburg, Va. | PAUL STONESIFER, Trust Officer, National Exchange Bank, Roanoke, Va. |
| A. E. ANDERSON, Vice President, Dominion National Bank, Bristol, Va. | F. L. MITCHELL, Cashier, First National Bank, Vinton, Va. |
| J. U. HYDE, Assistant Cashier, Buchanan National Bank, Buchanan, Va. | ALBERT C. HARRIS, Assistant Cashier, First National Bank, Vinton, Va. |
| P. H. FOSTER, Cashier, First National Bank, Christiansburg, Va. | H. K. HARRIS, Assistant Cashier, First National Bank, Troutville, Va. |
| A. B. CORRELL, Assistant Cashier, First National Bank, Christiansburg, Va. | L. M. CARPER, Assistant Cashier, Flat Top National Bank, Bluefield, W. Va. |
| E. F. JESSIE, Cashier, Peoples Bank, Cleveland, Va. | W. B. HICKS, Assistant Cashier, Flat Top National Bank, Bluefield, W. Va. |
| F. B. MCCONNELL, President, Bank of Clinchburg, Clinchburg, Va. | C. W. HENDRIX, Cashier, Tennessee Trust Company, Johnson City, Tenn. |
| S. L. MOCK, President, Bank of Damascus, Damascus, Va. | B. W. ELLIS, Cashier, Merchants and Miners Bank, Welch, W. Va. |
| J. A. JOHNSON, Cashier, Bank of Eggleston, Eggleston, Va. | ELLIS LANDRETH, Assistant Cashier, Merchants and Miners Bank, Welch, W. Va. |
| T. R. KEYS, Vice President, Erwin National Bank, Erwin, Tenn. | PAUL DOWNES, Assistant Cashier, Merchants and Miners Bank, Welch, W. Va. |
| C. L. ROSS, Cashier, First National Bank, Ferrum, Va. | F. M. McLEAN, Assistant Cashier, Farmers Bank, Elk Creek, Va. |
| C. A. COLLIER, Cashier, First National Bank, Galax, Va. | JOHN SHUMATE, Assistant Cashier, Bank of Ridgeway, Ridgeway, Va. |
| B. D. BEAMER, Cashier, Peoples State Bank, Galax, Va. | G. H. CRAIG, Assistant Cashier, First National Bank, Bassett, Va. |
| W. R. GARDNER, Assistant Cashier, Peoples State Bank, Galax, Va. | P. L. COMER, Assistant Cashier, Merchants and Farmers Bank, Rich Creek, Va. |
| N. H. PLASTER, Cashier, Farmers and Miners Bank, Honaker, Va. | ZERA CANNADAY, Cashier, Peoples National Bank, Brookneal, Va. |
| I. E. THOMPSON, Cashier, First National Bank, Honaker, Va. | |
| H. F. PEERY, Cashier, Peoples National Bank, Marion, Va. | |
| I. J. GREAR, Cashier, Bank of Riner, Riner, Va. | |
| M. W. TURNER, President, American National Bank, Roanoke, Va. | |

Banking Department

“ Few Men Can Handle Money They Didn't Earn ”

THE National College Bank was organized under the National Banking Act with a capital stock of \$100,000, its purpose being to take care of all the banking business of the students of the Actual Business Department.

When the Federal Reserve Act was passed, this bank increased its capital to \$200,000 and changed its books to conform with this act.

The books kept in this bank and the methods of handling papers are the same as those used in all first-class national banks.

Mechanical handling of figures is rapidly supplanting the old pen-and-brain methods in modern banks and business houses, and keeping pace with the times, we have added a Burroughs to our teaching equipment. We were the first, and probably the only school in the state, to install bookkeeping machines as part of the regular school equipment.

Lectures are given on banking and explanations made of the Federal Reserve Act.

This bank has real correspondents in various cities on which it draws drafts and sends papers for collection and with which it keeps its reserve funds; notes are discounted and taken for collection; discounted notes protested for non-payment; the books are balanced every night and daily statements made and filed.

All books must be in perfect balance before the opening hour of the next day, thereby training our students who do this work not only to handle a large

volume of business rapidly, but to handle it correctly. The books are closed monthly, at which time they are examined, surplus set aside, dividends declared and paid to stockholders, many of whom are students in our Actual Business Department.

Only those students who have shown ability in our Actual Business Department, who have good character and habits and have shown their qualifications for this high-grade work, are permitted to work in this bank, thereby insuring to our Actual Business students the best attention, the correct handling of their accounts and papers and the rapid dispatch of their business.

While in this department the student holds all the positions from collection clerk to that of cashier. Any student successfully handling the work in this bank will have no difficulty in filling similar openings in other banks of the country.

Mr. W. B. Zollman is in charge of the Banking and Actual Business Office Practice Departments. He is a member of the American Bankers Association class in Roanoke and is thereby kept in touch with the actual banking activities of the city. Mr. Zollman is one of the coming young penmen of this country and his fine writing is an inspiration to the students of this department. He has unusual ability as an accountant and the Office Practice Department, which comes under his supervision, is one of the most practical and important departments of the School. In this department students receive an actual working knowledge of accounting principles as applied to large bank and office organizations.



INTERIOR BANKING DEPARTMENT

Burroughs Bookkeeping Machine, Electric Drive—Adding Machine and Up-To-Date Equipment and Systems Enable Students to Hold Responsible Bank Positions



Forty-Two

Introductory Shorthand Department

V. E. DAVIS



V. E. Davis writes: "I think that my National training has been one of the great things that have really counted in my life and I would recommend that any young man or woman who contemplates taking a business course should attend the National in preference to any other school. I have met many National students and I find that they all hold responsible positions."

A. L. PALMER

Cashier, Wilson and Company



Has been promoted three times since his graduation in November, 1921. He is head of the office at North Fork. There are three others in the office with him, all from the National. He writes: "I feel that without my training at the National, I would not be able to hold the position I now have."

Roanoke National Business College Is The Stepping Stone To Sure Success

Complete Shorthand and Typewriting Course

Edward Bok says: "There's Little Jostling or Crowding on the Road That Leads to Success." He Traveled it Himself, Therefore, He Knows

THE complete Shorthand and Typewriting Course of the Roanoke National Business College is designed, not for the purpose of producing mediocre stenographers, who are capable of filling only secondary positions, but covers sufficient knowledge and training to make of any intelligent person an efficient, thorough, capable stenographer and lays a foundation which, with experience and continued practice, will develop private secretaries and court reporters.

The subjects embraced in the Shorthand Course are Pitman Shorthand, Touch Typewriting, Business English, Spelling, Punctuation, Rapid Calculation, Business Letter-Writing, Penmanship, General Exercises and Office Practice.

The Shorthand Department of the Roanoke National Business College is under the supervision and instruction of Miss Clara Coulter, sister to the President of the College, in whom the family characteristics are very strong. She devotes her entire time and energy to this department. Miss Coulter by nature and training is richly endowed for her work and we doubt if she has a superior as an instructor in shorthand. She has been a teacher in the National Business College for twenty-one consecutive years and her students show the result of her experience when they go into business positions.

The results accomplished in this department are phenomenal. Under Miss Coulter's firm, but kindly discipline and careful instruction, students acquire the sense of exactness and speed in shorthand, which is so essential to success in a stenographic position. Miss Coulter has that rare ability of getting a maximum amount of work from her students, thereby enabling them to make rapid progress in their shorthand course. This is a matter of great importance in selecting a school, as it has been justly said that the teachers make the school. It is difficult to explain her natural ability as an instructor and only students who have been under her instruction can fully appreciate her ability.

Why We Teach Pitman Shorthand—Pitman Shorthand is the only satisfactory system ever produced by which stenographers can reach and hold a high position.

This system is the oldest system in use to-day and is the latest improved.

It has stood the test of more than sixty years' actual practice.

It is the most legible and consistent system.

It is used by the entire staff of the United States Senate reporters and is written in some form by ninety-five per cent. of English and American court stenographers.

It has more shorthand literature than all other systems combined and supports one weekly and eight monthly shorthand publications.

It is void of the crude and absurd features which characterize many of the quick-to-learn systems that are offered to the public.

Many of the quick-to-learn systems which became popular a few years ago have disappeared, while others, making similar claims, are being exploited by schools where more attention is paid to securing pupils than to making good stenographers.

Quick-to-learn systems of shorthand make attractive advertising material, but usually end in disappointment to the student.

Beginners should be careful not to be influenced by glowing promises of learning shorthand in a few easy lessons and without earnest study and close application to work.

The largest and most successful shorthand schools adhere strictly to the standard Pitman system.

Since the best schools teach some form of the Pitman system and only by means of a standard system can high-grade work be done, a beginner should start right—should start with a standard system—with Pitman Shorthand.

It is the only system producing certificated writers of two hundred and fifty words per minute, under the most stringent tests of ten minutes' continuous writing from new matter.

The Introductory Shorthand Department is in charge of Mrs. Mary Macgurn who has been teaching the principles of Pitmanic Shorthand in the Roanoke National Business College to beginning students for many years. We believe that Mrs. Macgurn has no superior as a teacher of the theory of shorthand. Under her careful and painstaking instruction, students lay such a thorough foundation in shorthand principles that they have little difficulty with the remainder of the course.

Intermediate Shorthand Department—The Intermediate Shorthand Department is in charge of Mrs. Norma Kues. Mrs. Kues has been connected with this institution as a teacher of shorthand for a number of years and the success of her students testify to her unusual ability as a teacher of this fascinating art. The Intermediate Department in Shorthand carries the student through what is generally termed the Corresponding Style, that is, all the principles except those related to Cumulative or Special Phrasing. When the work in this department is completed, the student is prepared for the Advanced Department.

Advanced Shorthand Department—Miss Coulter, while in charge of the entire Shorthand Department, devotes most of her time to the Advanced Class. She is assisted in this department by Miss Elizabeth Rusher, who is a graduate in Secretarial Training. Miss Rusher also holds a teacher's certificate from Farmville State Normal School and has had six years' teaching experience. In the Advanced Department, a student takes up the principles relating to Cumulative or Special Phrasing and begins taking actual dictation of new matter at approximately fifty words a minute and advances to seventy-five, one hundred and one hundred and twenty-five words a minute, after which they are ready for their final office practice and graduation.

Office Practice and Business Ethics—This department is in charge of the Secretary of the College, Mrs. Maud Stoner. It is here that the students of the Shorthand Department are given their final work before graduation. They are given actual office work, taught filing, multigraphing, duplicating, how to meet callers tactfully, how to handle the telephone efficiently and many other things that are very beneficial to them when they accept positions.



INTERMEDIATE SHORTHAND DEPARTMENT—All Class Rooms are Large and Airy. Massive Windows Assure Plenty of Much Desired Light

The Typewriting Course

"To Earn More Learn More"

COULD you spend one hour in the Typewriting Department of the Roanoke National Business College you would desire to at once become a typewriter operator.

The Typewriting Department is located in the front of the building and is admirably adapted to typewriting practice. It is equipped with substantial oak desks, carrying one hundred and twenty-five new standard typewriters, each one supplied with a modern copy-holder.

The course in Typewriting is supervised, directed and taught by Miss Winnie Littrell. She devotes her entire time and energy to the instruction in this department. Miss Littrell has unbounded enthusiasm, a cheerful disposition and a personality that attracts and holds her pupils.

Under Miss Littrell's firm discipline and careful instruction, students acquire that speed, skill and neatness which is so essential to success in stenographic positions. The training in this department is incalculable in value. Each student receives individual attention. We consider this one of the strongest and most helpful departments in our school.

Touch Typewriting—Touch Typewriting is modernized typewriting.

In the Roanoke National Business College the operation of the typewriter is taught exclusively by the touch system.

The shorthand students are required, as a part of the course, to master the typewriter and typewriting efficiency must go hand in hand with shorthand ability.

When the typewriter was first introduced it was operated in a slow and laborious manner. The eyes were used to search out the keys on the keyboard and there was no systematic method of fingering. Usually not more than two fingers of each hand, and, in some cases, only one finger on the right hand, was used to operate these keys. No attention was paid to unnecessary movements of the hand, which would travel, in many cases, miles in needless upward, downward and side-wise motions in the writing of a single page. Under this method, speed was obtained with the greatest difficulty.

With the touch system, the operator need not look at the keyboard and his eyes can be kept constantly upon his copy. His hands remain almost stationary in a horizontal position. Only his fingers move and these only slightly. The keyboard is small and the operator's hands cover it so easily that no reaching forward or backward or sidewise is required and one's speed is only limited by the rapidity with which he can move his fingers.

All the standard makes of typewriting machines have a standard keyboard and the first thing in learning Touch Typewriting is to learn the location of the keys. This is not a difficult thing to accomplish and, once learned, is always at your command.

Every person should be able to operate a typewriter, as outside of purely personal letter-writing, it is the standard modern method of conducting correspondence. Not only should every person be able to operate the typewriter, but he should be able to operate it the right way; the easier, more rapid, more profitable way, *with the touch system*.

Every student in the Roanoke National Business College, regardless of the Department in which he may be enrolled, is urged to learn touch typewriting. There is a minimum charge of \$6.00 for six months made for the use of the machines to the students of the Commercial Department, as this subject is not a part of the Commercial Course.

In connection with typewriting the student is taught how to make carbon copies, how to use the Multigraph; is instructed in Manifolding, Tabulating, Letter-Filing and Card-Indexing.

Every piece of typewriting work done by the student is carefully corrected by the teacher. Absolute accuracy and neatness are required from the beginning. Work containing errors of any kind or erasures is returned to the student and rewritten. As a result, the student is constantly making an effort to do his best and accuracy and speed are developed. Not only are errors in typewriting corrected, but also in punctuation, spelling and the use of English. The student is also taught the mechanism of the typewriter so that simple repairs, cleaning, oiling and changing of ribbon may be accomplished without cost. An employer appreciates this ability on the part of a stenographer.



ADVANCED TRANSCRIPT DEPARTMENT

Pupils keep perfect time to music from Victrola. Through rhythmic practice, students attain remarkable speed and accuracy. This Department is equipped with New Royal Standard Typewriters

ROANOKE NATIONAL BUSINESS COLLEGE



ENGLISH DEPARTMENT—A thorough course in English branches is given for those who need it



STOKES COUNTY, N. C.
 T. P. PAYNE, JR., Westfield
 GLENN FORREST, Francisco
 JUNIUS LAWSON, Pinnacle
 JOHN LAWRENCE, Francisco
 MCCRAY PYRTLE, Francisco

SURRY COUNTY, N. C.
 WAYNE HARRIS, Mount Airy
 J. S. CHILTON, Ararat
 J. P. WALTERS, Pilot Mountain
 OSCAR DENNY, Pinnacle
 H. T. POINDEXTER, Elkin



The Excellent Record of The Roanoke National Business College
 Is Known In Many States

English Department

"What Does It Profit a Man to Know a Dozen Languages if He Can't Make a Living in One?"

Business English—The ability to use the English language correctly is one of the greatest accomplishments any young person can acquire, but it is doubly important and more necessary to the student who expects to enter business life. Especially is this true if he expects to become a stenographer. The Roanoke National Business College fully realizes the great importance of this subject. Its reputation for sending out well trained stenographers is largely due to its thoroughness of instruction in English.

An almost universal complaint from business men is that their stenographers do not speak and write correctly, or, in some cases, intelligently, which sometimes leads to serious misunderstandings in business.

The work in this Department is in charge of Miss McCutcheon. She is familiar with the requirements of business offices and is therefore able to make an otherwise dry subject both interesting and practical.

In this study, the teacher goes directly to foundation principles of language and by short, interesting, direct lessons reaches and covers a practical working knowledge of the subject.

Spelling—Though the language be faultless and penmanship elegant, yet, if the spelling is incorrect, the unfortunate blunderer will be the subject of ridicule. His progress in employment will be retarded and he will be debarred from reaching the most responsible positions of honor and trust. While one gets no credit for correct spelling, he is subject to severe criticism if he spells incorrectly. For the above reasons, spelling is taught in regular classes and is carefully watched in connection with all written work, most especially in English and Typewriting. One may be able to spell all of the words orally from a difficult spelling book, but if he cannot, when writing, spell them correctly, his spelling is of no advantage to him. All spelling lessons are written.

Punctuation—Next to spelling, incompetent stenographers receive more criticism for incorrect punctuation than for any other fault. Punctuation is, in written English, the same as expression in spoken English. The interpretation of a sentence may depend largely upon its correct punctuation and few realize the significance of a knowledge of this subject. There are occasional instances where considerable loss has been sustained by improper use, or total absence, of punctuation. In many schools punctuation is given only a little attention in the English class. In the Roanoke National Business College punctuation is taught in a separate and distinct class and students are required to apply the knowledge acquired in this class in all written work.

Business Letter-Writing—The same as in the Commercial Course, explained on Page 37.

Penmanship—The same as in the Commercial Course, explained on Page 35.

General Exercise—In addition to the foregoing studies, the Shorthand Course is supplemented and reinforced with such helpful exercises as the following:

- The preparation of legal papers.
- The making of carbon copies.
- The use of tabulating machines.

The study of technical words and business idioms.
The use of abbreviations, titles and contractions.
Dictionary diacritical marks.
Folding and arranging of business, legal and literary documents.

Writing from "rough draft."
Preparing "copy" for the printer.
Telegrams and telegraphic codes.
Numerical, vertical and other filing.
Making applications in person and by letter.
Business ethics relative to confidential matters.
Relations of employer and employee.
Regularity and promptness.
Salary and promotions.
The telephone, visitors and vacations.
Handling money and proving cash.
Personal habits, dress and deportment.

NANNIE PARKER

Spray, N. C., Jan. 14, 1924.
"My employer has remarked that he cannot recommend the 'National' too highly for its thorough training. He has had in his employ quite a number of girls from there and all have given perfect satisfaction."



ETHEL WOOD

Ethel Wood writes: "I am now employed by the Norfolk and Western Railway Company and there is nothing I would exchange for the business training and general office ideas that were instilled in me while attending the Roanoke National Business College."



R. E. SEAT

R. E. Seat writes: "I feel that the course I took at the Roanoke National Business College was a great help to me in passing the Civil Service Junior Accountant Examination. I am at present employed with the Contract Audit Section, Finance Division, War Department as a junior accountant."



Successful Students Tell The Story



ADVANCED SHORTHAND DEPARTMENT

Here actual letters are dictated to the students, afterwards being transcribed and filed. Speed attained is from 100 to 125 words per minute. Pupils are promoted from this department to the College Office in order to gain actual office experience before graduation

Combination Courses

"Trying to Succeed Without Much Reading and Studying Would be Like Trying to Build a House Without Hammer and Saw"

Secretarial Course

THERE has been an insistent demand on the part of business men for stenographers and secretaries with a broader business training than is usually acquired in a regular Shorthand and Typewriting Course. The demand has resulted in the Roanoke National Business College incorporating in its courses of instruction a Secretarial Course.

While it does not cover as much work as the Full Combined Course described below, it is thorough and comprehensive, embracing the subjects of Shorthand, Typewriting, Spelling, Rapid Calculation, Arithmetic, Business English, Business Correspondence, Bookkeeping and Office Practice. It is the ideal course for young ladies and furnishes young people with the necessary training to become expert stenographers and capable private secretaries.

We believe that there are numbers of young men and women who have the character and ambition to make of themselves capable business men and women and for those who do not feel financially able to complete the Full Combined Course, this Secretarial Course becomes the ideal one for them to pursue. This Secretarial Course will make of the bright, ambitious student a first-class, high grade stenographer with a sufficient knowledge of Bookkeeping, Arithmetic and associated subjects to qualify him for the better class positions and enable him to secure rapid advancement.

Our advice to all young people is to take the Full Combined Course. If, however, the Full Combined Course is impossible, the Secretarial Course is most desirable, as we can readily place graduates of this course in good positions. This course can easily be completed by an industrious student in nine to twelve months.

Full Combination

The Full Combined Course includes all the work of the Complete Commercial Course, together with the complete Shorthand and Typewriting Course, both of which have been previously outlined.

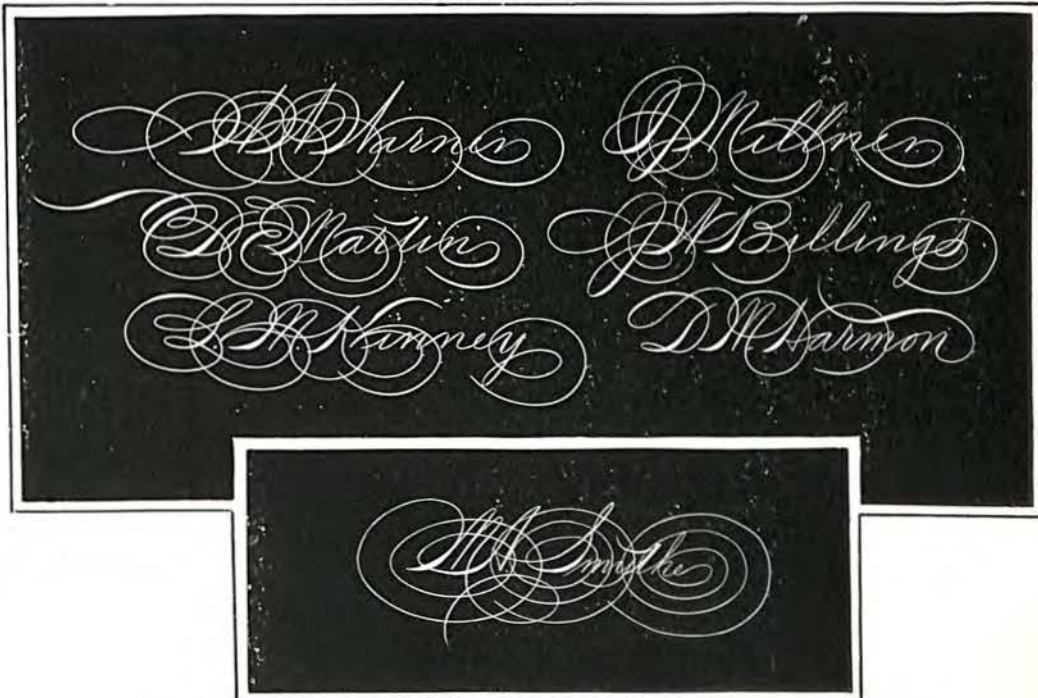
As a number of subjects, viz.: Penmanship, English, Spelling, Punctuation and Correspondence, occur in both courses, the Full Combined Course can be completed in considerably less time than is required for both courses if taken independently. The well-prepared and industrious student ought to complete the Full Combined Course in twelve months.

There is not a combined graduate of the Roanoke National Business College out of employment. Probably four out of five applications for our graduates call for the combined and they get the highest salaries. If prospective students realized, as we realize, the great importance of perfecting themselves as all-round clerical assistants, they would certainly enroll for the Combined Course.

Many former students who completed only one course found, after entering the business world, that their advancement would have been much more rapid had they prepared themselves in both lines of work.

The H. G. B. Degree is conferred upon students finishing this course with grades above ninety per cent.

Mr. Reginald Short, of Vinton, Va., is one of the latest Full Combined Graduates to step into the ten thousand-dollar class. The Houston Coal and Coke Co., of Cincinnati, Ohio, increased his salary January 1, \$333 $\frac{1}{3}$ a month, making his annual salary \$10,000. Mr. Short is one of the many Full Combined Graduates making from \$10,000 to \$25,000 a year.



Blackboard Writing by M. A. Smythe, Vice President and General Manager



THE EMBLEM OF EFFICIENCY

STANDARDS OF PRACTICE

Adopted by the National Association of Accredited
Commercial Schools

THE members of this Association are definitely pledged to the betterment of the individual schools of the Association, to the end that the whole system of private commercial education in the United States may be improved, and may become an effective part of the educational machinery of our country.

For the purpose of accomplishing these objects, each member of our organization will:

1. Maintain in his own institution such practices as will reflect credit upon the cause of business education.
2. Pay his legitimate debts promptly and in a businesslike manner.
3. Follow in his relations with his students and the general public those standards of business procedure and honor that prevail in the best business houses.
4. Provide the very best quarters and equipment for his school that his income will allow, or that the education committee of this Association may require.
5. Install and support standard courses of study as prescribed by this Association.
6. Select and teach texts that are included in the accredited list of this Association.
7. Avoid exaggeration of every kind in every form of advertising.
8. Make no misleading statements or misrepresentations of any kind, either in person or through any agency.
9. Deal fairly and in a dignified manner with all classes of competition.
10. Cultivate within the school itself and in its community the highest possible moral standards.
11. Refuse directly or indirectly to guarantee positions to prospective students and to make no statements regarding prospective employment that are not fully corroborated by the experience of the school.
12. Report promptly to the proper officer of the Association any violation of the ethics of the profession, as understood by the Association, whether these violations occur within or without the membership of the Association.
13. To submit to a board of arbitration to be appointed by the president any difficulty or disagreement that may arise as between himself and any other member of the Association; abide by such decision and carry into effect such requirements as may by said board be prescribed.
14. Members of this Association shall be those whose character and reputation are above reproach, and who shall so order their general conduct as to entitle them to be regarded as suitable persons to direct the education and moral development of young people.

Course of Study—Tuition Payable In Advance

" True Economy Sometimes Calls for Courageous Spending as Well as for
Courageous Saving "

- Tuition is payable in either of the following ways:
1. MONTHLY PAYMENTS—in which manner you pay each month as you take the courses.
 2. THE SCHOLARSHIP PLAN—which gives you a liberal discount for cash.

Below is given a complete list of all payments that are to be made to the College.

Tuition is based on the calendar month and students are permitted an extension of time for *approved* absences of five or more consecutive days.

Where the student graduates before the end of the term contracted for, unearned tuition is refunded. Our prices are as low as can be made and at the same time maintain the high standard that has placed the Roanoke National Business College in its position of leadership in the field of business education.

Young people acquiring an education will remember quality long after the cost is forgotten.

Business Course

Average Time to Complete, Six to Nine Months

The Business Course embraces the following subjects: Bookkeeping, Actual Business Practice, Auditing, Business Management, Commercial Arithmetic, Business Law, Penmanship, Letter Writing, Business English, Spelling, Punctuation, Rapid Calculation, the Use of the Adding Machine and other Office Devices and Lectures on Advertising, Salesmanship, Credits and Collections, and Business Science.

Tuition by the month.....	\$ 20.00
Scholarship, good for six months.....	100.00
Typewriting, good for six months.....	6.00
Books for the Business Course, about.....	16.00

Students buying a six months' scholarship will be charged \$17.00 a month if additional time is required.

Banking Course

Average Time to Complete, Six to Nine Months

The Banking Course embraces the following subjects: Bookkeeping, six sets; Actual Business Practice, three sets; Actual Bank Practice, nine weeks; Study of the Federal Reserve Act and Modern Bank; Auditing; Business Management; Commercial Arithmetic; Business Law; Penmanship; Letter-Writing; Business English; Spelling; Punctuation; Rapid Calculation; Use of Adding, Bookkeeping and Bank Statement Machines; Filing; Bank Record Keeping; also Lectures on Advertising, Salesmanship, Credits, Collections and Business Science.

Tuition by the month.....	\$ 20.00
Scholarship, good for six months.....	100.00
Typewriting, good for six months.....	6.00
Books for Banking Course, about.....	23.00

Students buying a six months' scholarship will be charged \$17.00 a month if additional time is required.

Shorthand and Typewriting Course

Average Time to Complete, Six to Nine Months

The Shorthand and Typewriting Course embraces the following subjects:

Pitman Shorthand, Touch Typewriting, Business

English, Spelling, Rapid Calculation, Letter-Writing, Punctuation, Business Writing, Manifolding, Multi-graphing, Office Dictation, Use of Typewriters and General Exercises.

Tuition by the month.....	\$ 20.00
Scholarship, good for six months.....	100.00
Books for the Shorthand and Typewriting Course, about.....	8.85

Students buying a six months' scholarship will be charged \$17.00 a month if additional time is required.

No extra charge for use of typewriter.

Secretarial Course

Average Time to Complete, Nine to Twelve Months

The Secretarial Course consists of the complete Shorthand and Typewriting Course with the Introductory Bookkeeping Course, as follows:

Shorthand, Typewriting, Bookkeeping (six sets), Letter-Writing, Spelling, Business English, Penmanship, Punctuation, Commercial Arithmetic, Rapid Calculation, Office Practice, Use of Duplicating Machines, etc.

Tuition by the month.....	\$ 20.00
Scholarship, good for nine months.....	140.00
Books for this Course cost about.....	14.25

Students buying a nine months' scholarship will be charged \$17.00 a month if additional time is required.

Full Combination Course

Average Time to Complete, Twelve to Fifteen Months

The Full Combination Course embraces all of the subjects of the Business Course and all those of the Shorthand and Typewriting Course.

Tuition by the month.....	\$ 20.00
Scholarship, good for twelve months.....	180.00
Books for this Course cost about.....	22.25

Students buying a twelve months' scholarship will be charged \$17.00 a month if additional time is required.

Special Charges (Optional)

Y. M. C. A. Membership

Three months.....	\$2.50
Six months.....	5.00

Board and Lodging

Board and Lodging, when secured through the College in private homes, will cost approximately \$30.00 a month.

Students graduating from any course may continue in school for greater efficiency or return for post-graduate work without cost.



Russell County

RUSSELL COUNTY

MISS OLLIE OWENS, Hansonville
 J. LINCOLN KISER, Burtons Ford
 J. M. ROBINSON, Castlewood
 MISS PANSY BOOTH, Blackford
 MISS ALTA McCLOUD, Blackford
 MISS ZELLA SUTHERLAND, Lebanon
 MISS ELSIE WYSOR, Honaker
 CLAUD SALYER, Castlewood



Washington and Smyth Counties



Franklin County

WASHINGTON AND SMYTH COUNTIES

PAUL HAWTHORNE, Chilhowie
 J. W. MUSSELWHITE, Abingdon
 RAY JOHNSON, Seven Mile Ford
 ROBERT RAINES, Abingdon
 ARTIE GRINSTEAD, Seven Mile Ford
 MISS LENNA ORR, Damascus
 W. O. TRENOR, JR., Glade Spring
 MISS CLETIS THAYER, Abingdon

MONTGOMERY COUNTY

VALENTINE SOWDER, Christiansburg
 J. H. BLOUNT, Christiansburg
 J. R. CLARK, Radford
 MISS SARAH KINZIE, Elliston
 MISS PEARL WEAVER, Lafayette
 MRS. ELSIE LUCAS, Riner
 MISS RUBY MOSES, Cambria



Montgomery County

VIRGINIA

From every
 county they
 come—
 ambitious,
 energetic
 students

FRANKLIN COUNTY

MISS ANNIE VIA, Ferrum
 MISS RAIDA PETERS, Callaway
 ROY DICKERSON, Wirtz
 TILLMAN YOUNG, Henry
 PERCY GARDNER, Sydnorsville
 MISS MINNIE KESSLER, Boone Mill
 H. E. LAVINDER, Rocky Mount
 MISS EURA RAKES, Rocky Mount
 MRS. ELSIE LUCAS, Riner
 MISS LOUISE WILLIAMS, Pen Hook

LIST OF GRADUATES

"Diamonds are Chunks of Coal that Stuck to Their Job"



ANGLIN, C. L.
Madison, N. C.
Commercial

BARNETT, M. L.
Roanoke, Va.
Commercial and Banking

AMOS, J. R.
Sontag, Va.
Commercial

BELKIN, ANNA BELLE
Roanoke, Va.
Shorthand

ATRINS, R. G.
Woolwine, Va.
Commercial and Banking

BLACKWELL, H. T.
Saltville, Va.
Commercial

ANDERSON, CARRIE
Bluff City, Va.
Shorthand

BRANSCOME, J. B.
Dugspur, Va.
Commercial and Penmanship

AGER, R. G.
Crockett, Va.
Commercial

BERNARD, VIOLETTE
Union Hall, Va.
Shorthand

AREY, B. H.
Bridgewater, Va.
Commercial

BROWDER, R. B.
Sylvatus, Va.
Commercial

AYERS, W. H.
Hotchkiss, Va.
Commercial

BASSETT, C. E.
Bassett, Va.
Commercial



BOYER, VIRGINIA
Roanoke, Va.
Secretarial

BARNARD, E. H.
Peters Creek, Va.
Commercial and Penmanship

BRADLEY, A. H.
Roanoke, Va.
Commercial and Banking

BASSETT, J. D.
Bassett, Va.
Commercial

BARGER, EUNICE
Roanoke, Va.
Secretarial

COULTER, BEIRNE
Pittsburg, Kan.
Commercial, Banking and Penmanship

BROWNELL, EDYTHE
Kingsport, Tenn.
Secretarial

CLEMENT, H. C.
Roanoke, Va.
Commercial and Penmanship

BROWNELL, RUTH
Kingsport, Tenn.
Secretarial

CARTER, BEATRICE
Roanoke, Va.
Shorthand

BAKER, L. D.
Spencer, Va.
Commercial and Banking

CRONK, ANNIE
Roanoke, Va.
Shorthand

BALDWIN, JANET
Roanoke, Va.
Secretarial

CUPP, J. R.
Bridgewater, Va.
Commercial



BAKER, G. T., Bridgewater, Va., *Commercial*
CRONK, VIVIAN, Salem, Va., *Commercial, Banking, Penmanship and Shorthand* (H. G. B.)

ROANOKE NATIONAL BUSINESS COLLEGE



Students from Finton, Va.

MISS LAVONIA WRIGHT
 MISS MARY DICKENS
 LAWRENCE MCGEORGE
 MISS CAROL WEST
 CARLTON KING
 BRUCE ROOP
 MISS VERLIE STANLEY
 MISS MAE BRAMMER
 MISS DIMPLES LOVELL
 MISS HELEN COMPTON
 MOODY KEFAUVER



North Carolinians Attending the National

CECIL FIELDS, Pleasant Garden
 MCCRAY PYRTLE, Francisco
 SANFORD CHILTON, Ararat
 ARTHUR BOWMAN, Walnut Cove
 JOHN LAWRENCE, Francisco
 ALBERT WAGNER, Walnut Cove
 JUNIUS LAWSON, Pinnacle

H. T. POINDEXTER, Elkin
 T. P. PAYNE, Westfield
 ROBERT F. MARTIN, Stoneville
 MISS MARY OWEN, West Jefferson
 MISS ESTELLE YOFFIE, Pinchurst
 MISS LELIA CHAMPION, Lawndale
 FRED POPE, Wadeshora

Alleghany County Always Sends Its Quota

PERCY RIDDLEBARGER, Lowmoor
 JUSTICE BENNETT, Lowmoor
 CHARLIE ROSE, Covington
 HORTON SHANKS, Covington
 JOHN BOWIE, Covington
 W. I. SMITH, Covington
 CLYDE CARSON, Earlehurst
 MISS REGINA GILMORE, Covington
 MISS MAMIE SIMMONS, Iron Gate
 MISS BEULAH SLOUGH, Iron Gate
 MISS RUTH MCFADEN, Covington

JESSE LOWE, Stanley
 WAYNE HARRIS, Mt. Airy
 GLEN FOREST, Francisco
 J. PENN WALTERS, Pilot Mountain
 WALTER PULLIAM, Spray
 OSCAR W. DENNY, Pinnacle
 PALMER ROBISON, Thomasville

GUIDA OTEY



With the State Highway Commission.
 "I have been repaid many times for the time and money I spent on my National training."
 Miss Otey has one sister in the Secretarial Department of the Roanoke National Business College at the present time and another who graduated from the Secretarial Department recently, is now with Dr. J. P. McConnell, President of State Normal School, East Radford.

CLARA M. KASEY



Employed by the Pulaski Grocery Company, the second largest wholesale grocery in Virginia.
 "I want to thank you for the splendid letter you wrote this concern regarding my ability, which helped me to secure this position. Also I want to say that my training in the N. B. C. has been invaluable to me and when I see others who are undecided as to which school to attend, I always recommend the National."

LIST OF GRADUATES

" Make Your Own Way and People Will Make Way For You "



CULBERTSON, G. H.
Nickelsville, Va.
Commercial and Banking

CRESS, M. A.
Ben Hur, Va.
Commercial

COX, G. S.
Galax, Va.
Commercial and Banking

COOK, MARY
Augusta, Ga.
Shorthand

COLEMAN, H. S.
Ridgeway, Va.
Commercial

CLEVINGER, HETTIE
Maxie, Va.
Shorthand

COMER, P. L.
Wikel, W. Va.
Commercial

CHITTUM, REGULA
Roanoke, Va.
Shorthand

CALDWELL, MARY
Eggleston, Va.
Shorthand

DALTON, T. R.
Sylvatus, Va.
Commercial and Shorthand (H. G. B.)

CORNETT, ESTELLE
Roanoke, Va.
Shorthand

DUNCAN, NELLIE
Wilkesboro, N. C.
Secretarial

COOK, J. F.
Wickham, W. Va.
Commercial and Banking

DUNCAN, C. H.
Fayetteville, W. Va.
Commercial



DANNER, RAY
Roanoke, Va.
Secretarial

ECHOLS, C. H.
Ironto, Va.
Commercial

DERRICK, MABEL
Roanoke, Va.
Commercial and Shorthand (H. G. B.)

FRANKLIN, J. L.
Philpott, Va.
Commercial and Banking

DRAPER, W. C.
Roanoke, Va.
Commercial

FELTON, W. B.
Doyle, Tenn.
Commercial and Banking

EATON, W. L.
Bedford, Va.
Commercial

FULCHER, VIOLA
Cascade, Va.
Shorthand

EVERETT, DAISY
Roanoke, Va.
Secretarial

FAIR, W. C.
Spencer, Va.
Commercial

EARLY, E. F.
North River, Va.
Commercial

FRYE, ALLIE
Pembroke, Va.
Shorthand

EARLY, S. N.
Rockingham, Va.
Commercial

FULCHER, ELIZABETH
Roanoke, Va.
Shorthand



DUFFEY, F. A., Haymakertown, Va., *Banking*

FARRIS, ELIZABETH, Saltville, Va., *Shorthand*

ROANOKE NATIONAL BUSINESS COLLEGE



STUDENTS FROM BUENA VISTA, VIRGINIA
 JOHN SEAY, LYLE COFFEY, E. G. HARRIS, EARL BLACKWELL, EDDIE BERRY, MISS SALLIE DEEDS AND BLAIR AMOLE



STUDENTS WHO HAVE ATTENDED OTHER COMMERCIAL SCHOOLS AND COMMERCIAL DEPARTMENTS OF HIGH SCHOOLS

- R. L. COOK, Matoaka, West Virginia
- HARRY MARTIN, Concord, North Carolina
- MISS GOLDIE WILKERSON, Roanoke, Virginia
- EUGENE RITCHIE, Concord, North Carolina
- EDGAR REYNOLDS, North Wilkesboro, North Carolina
- THOMAS CALDWELL, Bluefield, West Virginia
- MISS ANNABELLE BELKIN, Roanoke, Virginia
- GOLDEN GILLS, Bedford, Virginia
- MISS NELLIE RHOADES, Roanoke, Virginia
- RAYMOND RHODES, Roanoke, Virginia
- MISS EMILY JABBOUR, Roanoke, Virginia
- V. L. CHOATE, Galax, Virginia
- P. R. HENDERSON, Troutville, Virginia
- CARLISLE STAFFORD, Bluefield, West Virginia
- PALMER ROBISON, Jacksonville, Florida



PITTSYLVANIA COUNTY GROUP

- ERNEST SMITH, Java
- CLAUDE DIXON, Danville
- A. G. ROACH, Whittles Depot
- R. C. FRIEND, Chatham
- BEN TAYLOR, Dry Fork
- C. N. SIMPSON, Hurt
- MISS MABEL RICHARDSON, Danville
- FERD BROWN, Java
- HENRY AMOS, Callands



BIG MEN PREPARING FOR BIG BUSINESS

These thirty-two students are all over six feet tall. The tallest is six feet, seven inches high. Besides being big physically, they show promise of being "Big Men in Business," too. The National is showing them the way to "Positions that Pay"

LIST OF GRADUATES

"Work Isn't Enough. You Must Think"



FOSTER, GARLAND
Advance, N. C.
Commercial

GOODWIN, LUCY
Salem, Va.
Shorthand

FULK, R. E.
Pilot Mountain, N. C.
Commercial

GILLS, G. W.
Bedford, Va.
Commercial

GEARHART, NELLIE
Vinton, Va.
Shorthand

GRUBBS, B. A.
Shenandoah, Va.
Shorthand

GOENS, MAMIE
Roanoke, Va.
Secretarial

HARRIS, E. G.
Buena Vista, Va.
*Commercial and
Banking*

GRAHAM, CLAUDINE
Salem, Va.
Shorthand

HARTE, GAYE
Ivor, Va.
*Commercial and
Shorthand (H. G. B.)*

GOLDSTEIN, MARY
Roanoke, Va.
Shorthand

HICKMAN, LULA
Natural Bridge, Va.
Shorthand

GOODE, D. H.
Henry, Va.
Commercial

HERNDON, P. D.
Abingdon, Va.
Commercial



HALE, CARL
Ghent, W. Va.
*Commercial and
Banking*

HACKLER, KLYNE
Roanoke, Va.
*Commercial and
Banking*

HALL, A. R.
Riner, Va.
*Commercial, Banking
and Penmanship*

HUDGINS, A. P.
Roanoke, Va.
*Commercial and
Banking*

HENDRIX, S. E.
Milligan College, Tenn.
Secretarial

JONES, W. L.
Roanoke, Va.
*Commercial and
Banking*

HELMS, J. W.
Stuart, Va.
*Commercial and
Banking*

JENKINS, W. G.
Speers Ferry, Va.
*Commercial and
Banking*

HENSON, EDNA
Roanoke, Va.
Shorthand

JAMES, CARRIE
Floyd, Va.
Shorthand

HANDLEY, QUENELLE
Roanoke, Va.
Shorthand

JACKSON, AUZVILLE
Laurel Fork, Va.
Commercial

HURLEY, EDITH
Freeman, W. Va.
Shorthand

KASEY, H. I.
Goodview, Va.
Commercial



GRIFFITH, EDNA, Roanoke, Va., *Shorthand*

GODBEY, J. W., Roanoke, Va., *Secretarial*

ROANOKE NATIONAL BUSINESS COLLEGE

Students From Rockbridge County

Famous For Its "NATURAL BRIDGE"

Within a few miles of Roanoke, through scenery of unsurpassed beauty, are many points of natural and historical interest. Natural Bridge, famed all over the world, is within easy reach and is visited by thousands of National students.

Rockbridge County

E. G. HARRIS, Buena Vista
MISS SALLIE DEEDS, Riverside
WILLIAM AYERS, Hotchkiss
MISS GERTRUDE CUMMINGS, Lexington
EARLE BLACKWELL, Buena Vista
MISS EMILY TYREE, Raphine

JOHN SEAY, Buena Vista
MISS ALLENE CHITTUM, Collierstown
M. C. BOLEY, 92 Brussel St., Clifton Forge
MISS ELIZA MORRISON, Raphine
BLAIR AMOLE, Buena Vista
MISS RACHAEL McNEIL, Lexington

EDDIE BERRY, Buena Vista



Craig County

ROBERT BRYAN, Paint Bank
PERCY LEFFEL, New Castle
ROBERT MYERS, New Castle
RAYMOND BRICKEY, New Castle
STUART WOOD, New Castle
WILLIAM JONES, New Castle
WILLIAM FARRIER, Sinking Creek
RICHARD ABBOTT, Lignite
MISS VIVIAN LYPES, New Castle

Wythe County

D. B. SPRAKER, Crockett
BARTON SHUPE, Wytheville
CLAUDE FUNK, Wytheville
MISS GEORGIA ARMBRISTER, Max Meadows
THOMAS MARTIN, Ripplemead
MISS HELEN HILTON, Cedar Springs
MISS KATE ANDERSON, Wytheville
MISS HAZEL DODGION, Wytheville
MISS ARGIL KINCER, Crockett
MISS MARY RAPER, Wytheville
MISS EMMA HAGER, Max Meadows

LIST OF GRADUATES

"Employers Now Want to Know a Young Man's School Record. They Like Leaders"



KEEN, A. W.
Sago, Va.
Commercial

LILLY, F. E.
Beckley, W. Va.
Commercial and Banking

KUTZ, WILBUR
Roanoke, Va.
Commercial

LIDDLE, W. W.
Richlands, Va.
Commercial

KING, SAMMIE
Roanoke, Va.
Shorthand

LATIMER, W. R.
Bedford, Va.
Commercial

KRENSING, L. F.
Wytheville, Va.
Commercial

LAYMAN, DOROTHY
Troutville, Va.
Commercial and Shorthand (H. G. B.)

KENNETT, ADELBERT
Roanoke, Va.
Secretarial

LITTELL, SADIE
Salem, Va.
Shorthand

KESSLER, MINNIE
Boone Mill, Va.
Shorthand

LIGHT, RUTH
Roanoke, Va.
Shorthand

LITTELL, EVA
Salem, Va.
Shorthand

LONG, FOREST H.
Whitmell, Va.
Commercial and Banking



LILLY, Z. C.
Beckley, W. Va.
Commercial

MARSHALL, REGINALD
Roanoke, Va.
Commercial

LANDRETH, E. M.
Monarot, Va.
Commercial and Banking

MYERS, L. C.
N. Wilkesboro, N. C.
Commercial

LAMKIN, J. P.
Gretna, Va.
Commercial

MITCHELL, RUBY
Natural Bridge, Va.
Shorthand

MOORMAN, LILLIAN
Roanoke, Va.
Shorthand

MULLIX, J. R.
Nemours, W. Va.
Commercial

MEAD, H. O.
Nickelsville, Va.
Banking

MAHL, VERA
Salem, Va.
Secretarial

MEAD, W. D.
Nickelsville, Va.
Banking

MYERS, A. Z.
Saltville, Va.
Commercial

MARTIN, MARY
Minden, W. Va.
Shorthand

MEADOWS, BESSIE
Oak Hill, W. Va.
Shorthand



LOWANCE, SYLVIA, Cloverdale, Va., *Secretarial*

MEYER, LEONA, Tillman, Fla., *Shorthand*

MULLINS, JOHN, Grundy, Va., *Shorthand*

ROANOKE NATIONAL BUSINESS COLLEGE



An Elegance and Completeness of Building and Equipment Seldom Seen in an Institution of this Kind

BOTETOURT COUNTY

SESSLER WATKINS, Troutville
 HOWARD CRAFT, Springwood
 ROLAND RADER, Nace
 JOHN AUSTIN, Fincastle
 JOY JENNINGS, Nace
 HENRY CRAFT, Springwood
 JOHN ROBERTS, Buchanan
 CURTIS HYLTON, Nace
 J. P. GUYER, Cloverdale
 KENNETH FLAHERTY, Eagle Rock
 P. R. HENDERSON, Troutville
 MISS MARY SLUSSER, Fincastle
 MISS LULA FIREBAUGH, Fincastle
 MISS PAULINE WILLIAMSON,
 Springwood
 MISS STELLA WILLS, Troutville
 R. H. MURRAY, Troutville
 RAYMOND RHODES, Springwood
 QUENTIN HARRIS, Cloverdale
 LEWIS ALFRED BOLTON, Troutville

Students from Henry County



HENRY COUNTY

MISS DOROTHY CLIFT, Martinsville
 PERCY COX, Ridgeway
 HOMER SPENCER, Critz
 CARROLL CRAIG, Bassett
 EDGAR JOYCE, Critz
 MISS RUTH HITE, Martinsville
 ALPHA BROWN, Martinsville

BEDFORD COUNTY

AMBROSE GILLS, Bedford
 ELMER CREASY, Bedford
 GOLDEN GILLS, Bedford
 MISS ELIZABETH RUSHER, Bedford
 MISS LUCY MOSELEY, Bedford
 CLAUDE JUDD, Lowty
 NORMAN CREASY, Bedford
 FRED TURNER, Bedford
 MISS MARY HALL, Montvale
 MISS ELLEN THACKER, Thaxton
 MISS ALMA REYNOLDS, Bedford
 BERNARD OVERSTREET, Bedford



Botetourt County has a Good Representation



Bedford County Is Also Well Represented

VIRGINIA COUNTIES FURNISH THEIR ANNUAL QUOTA OF SUCCESSFUL MEN AND WOMEN

LIST OF GRADUATES

"First Know Where You Want to Go. Then Concentrate Upon Fitting Yourself to Make the Journey"



MORAN, ETHEL
Salem, Va.
Shorthand

MCCOWN, JAQUELINE
Lexington, Va.
Shorthand

METZ, ELSIE
Roanoke, Va.
Shorthand

McGRAW, J. L.
Marlington, W. Va.
Commercial

MIZE, N. E.
Sanville, Va.
Commercial

McNEIL, FRANKIE
Union, W. Va.
Shorthand

MARSHALL, LORRAINE
Roanoke, Va.
Secretarial

NICKELS, MATTIE
Big Stone Gap, Va.
Shorthand

MOYE, BLANCHE
Roanoke, Va.
Shorthand

NOLEN, NORA
Endicott, Va.
Shorthand

McCLURE, BESSIE
Bedford, Va.
Shorthand

OGLE, P. L.
Sylvatus, Va.
*Commercial and
Banking*

McFADEN, SWEETIE
Tower Hill, Va.
Shorthand

OFFY, HALIE
Salem, Va.
Secretarial



O'HEARN, CHARLIE
Roanoke, Va.
Shorthand

PAINTER, F. E.
Roanoke, Va.
Commercial

PERDUE, RUBY
Roanoke, Va.
Shorthand

PRILLAMAN, C. E.
Callaway, Va.
*Commercial and
Banking*

PHILPOTT, INEZ
Roanoke, Va.
Shorthand

PRILLAMAN, N. W.
Rocky Mount, Va.
Commercial

PAGANS, J. L.
Wirtz, Va.
Commercial

PROEHL, EVA
Roanoke, Va.
Secretarial

POFF, G. C.
Copper Hill, Va.
Commercial

PETTIT, CLIFTON
Roanoke, Va.
Secretarial

PEARSON, L. B.
Tazewell, Tenn.
Commercial

RICHARDSON, W. F.
Whitehead, N. C.
Commercial

PANGLE, S. D.
Middletown, Va.
Commercial

ROBERTSON, SADIE
Minden, W. Va.
Shorthand



PASLEY, ZOLA, Troutdale, Va., *Shorthand*

ROBERTSON, SARAH, Roanoke, Va., *Shorthand*

ROANOKE NATIONAL BUSINESS COLLEGE

"Some Employees are an Asset at \$10,000 a Year; Others are a Liability at \$1,000 a Year"



ROCKHILL, HELEN
Roanoke, Va.
*Commercial, Banking
and Shorthand*
(H. G. B.)

ROACH, A. G.
Whittles Depot, Va.
Commercial

ROSS, GEORGE
Buffalo Ridge, Va.
Commercial

RECTOR, JOE
Fries, Va.
Commercial

REYNOLDS, C. B.
Troutville, Va.
*Commercial and
Banking*

REYNOLDS, W. E.
Augusta, Georgia
*Commercial and
Banking*

ROGERS, PEARL
Roanoke, Va.
*Commercial, Penman-
ship and Shorthand*
(H. G. B.)

RUCKER, ROSALINE
Shenandoah, Va.
Shorthand

RAKES, DOVIE
Endicott, Va.
Shorthand

RAKES, EURA
Rocky Mount, Va.
*Commercial and
Banking*

ROBERTSON, ISABELLE
Roanoke, Va.
Shorthand

RIGNEY, MYRTLE
Bramwell, W. Va.
Shorthand

RICHARDS, R. R.
Evansville, Va.
Commercial

RODGERS, R. E.
Sprigg, W. Va.
*Commercial and
Banking*



REDMAN, CLAUDE M.
Pilot Mountain, N. C.
Commercial

ROSS, C. L.
Roanoke, Va.
*Commercial, Shorthand,
Banking and Pen-
manship* (H. G. B.)

ROBERSON, WAVIE
Elamsville, Va.
Shorthand

STONER, MAUDE
Roanoke, Va.
Secretarial

RUCKER, MAUDE
Roanoke, Va.
Secretarial

SAVILLE, E. H.
Eagle Rock, Va.
*Commercial and
Shorthand* (H. G. B.)

RHOADES, NELLIE
Topeka, Kansas
Shorthand

SMYTH, F. W.
Abingdon, Va.
Commercial

RILEY, HAZEL
Portsmouth, Ohio
Shorthand

SAYERS, E. M.
Jenkinjones, W. Va.
*Commercial and
Shorthand* (H. G. B.)

RUSHER, ELIZABETH
Bedford, Va.
Secretarial

SWEENEY, PEARL
Ghent, W. Va.
Commercial

REYNOLDS, ALMA
Bedford, Va.
Shorthand

SNOW, C. L.
Roanoke, Va.
Commercial



RICE, ELIZABETH, Welch, W. Va., *Secretarial*

RICHARDSON, W. J., Roanoke, Va., *Commercial*

REYNOLDS, NELLIE, Roanoke, Va., *Shorthand*

LIST OF GRADUATES

"Succeeding Comes Only by Trying"



SADLER, NANCY
Oak Hill, W. Va.
Shorthand

THOMASON, ISABELLE
Roanoke, Va.
Shorthand

SMITH, LOIS
Vinton, Va.
Secretarial

TANNER, T. W.
Roanoke, Va.
Shorthand

SUTPHIN, O. F.
Roanoke, Va.
Commercial and Banking

TOLIVER, PEARL
Roanoke, Va.
Shorthand

SEATE, MABEL
Virgilina, Va.
Shorthand

ULREY, CLARA
Roanoke, Va.
Shorthand

SCHWITZER, HAZEL
Minden, W. Va.
Shorthand

VINES, ROBERT
Odd, W. Va.
Commercial

SHAFFER, B. N.
Bristol, Va.
Shorthand

VANOVER, R. M.
Paw Paw, Ky.
Commercial

TUCKER, RAYMA
Jordan Mines, Va.
Shorthand

VIA, LOUISE
Roanoke, Va.
Shorthand



WHITE, C. M.
Buena Vista, Va.
Commercial

WRIGHT, ELSIE
Sanville, Va.
Commercial

WARREN, CELIA
Roanoke, Va.
Commercial

WILLIAMS, D. O.
Tazewell, Va.
Commercial and Banking

WHITENACK, H. L.
Simpsons, Va.
Commercial, Banking and Penmanship

WIRE, MAMIE
Boissevain, Va.
Shorthand

WALTERS, P. E.
Christiansburg, Va.
Commercial

WRIGHT, HAZELTINE
Vinton, Va.
Commercial and Shorthand (H. G. B.)

WRIGHT, F. L.
Dodson, Va.
Commercial

WALKER, ALEX
Bedford, Va.
Shorthand

WILLIAMS, L. C.
Nickelsville, Va.
Commercial

WAGNER, MARY
Roanoke, Va.
Secretarial

WHITED, R. S.
Dye, Va.
Commercial

WILLIAMS, W. C.
Poff, Va.
Commercial



SANDERS, EDWINA, Roanoke, Va., *Shorthand*

SMITH, H. S., Roanoke, Va., *Secretarial*

SKINNELL, M. E., Rocky Mount, Va., *Commercial*

ROANOKE NATIONAL BUSINESS COLLEGE

"The Man Who Dares Does"



WEBB, STELLA
Vandyke, Va.
Shorthand

WASKEY, BEATRICE
Roanoke, Va.
Shorthand

WRIGHT, LESSIE
Sanville, Va.
*Commercial and
Shorthand
(H. G. B.)*

WATKINS, J. S.
Troutville, Va.
Commercial

YATES, G. D.
Grundy, Va.
*Commercial, Shorthand
and Banking
(H. G. B.)*

YOUNG, R. B.
Bridgewater, Va.
Commercial

YOUNG, GRACE
Salem, Va.
Shorthand

ACTION

"Don't Sit Down and Take What Comes; Go
After What You Want"

An ounce of action is worth a ton of hesitation.

Two things you have done. First, you have received the catalogue. Second, you have read the catalogue. The third step, and the most important, remains for you to take.

Fill out the Application Blank and mail it to President Coulter to-day.

The only person who does something is the person who begins something.

Begin by filling out the Enrollment Blank.

This action will determine your destiny.

This action will keep you from drudgery.

This action will place you in a good position.

It is *YOUR* future we are considering. It is *YOUR* future that is at stake.

Don't delay.

Don't hesitate.

No large amount is needed at the start. No good can come from waiting.

You can be a successful graduate.

The NATIONAL will place you in a good position.

ADDRESS

E. M. COULTER, *President*

ROANOKE NATIONAL BUSINESS COLLEGE

ROANOKE, VIRGINIA

APPLICATION FOR ADMITTANCE
TO THE
ROANOKE NATIONAL BUSINESS COLLEGE
ROANOKE, VIRGINIA

APPLICANTS for admission are requested to fill out the following blank so that we may analyze their individual needs and requirements, plan their work for the particular type of position desired and make arrangements for a desk and board:

Date.....192.....

Name..... Date of Birth.....

Street or R. F. D..... 'Phone No.....

City..... State.....

Name of parent or guardian.....

Address.....

To what executive position do you aspire—Banking, Accountant, Auditor, Bookkeeper, Credit Manager, Salesman, Sales Manager, Office Manager, Advertising Manager, Purchasing Agent, Stenographer, Secretary, Civil Service?.....

School last attended.....

What grade have you finished?.....

If you have ever studied commercial subjects please state what subjects, in what school and how long?.....

I expect to start..... Date..... and will take the..... Course

Do you wish us to meet you at the station?..... Train No.....

Do you wish us to assist you in securing board and room?..... Price, \$.....

Do you wish us to secure position for you after graduation?.....

Give three character references:

Name..... Address.....

Name..... Address.....

Name..... Address.....

Please give below the names and addresses of other young people of your acquaintance who will be interested in our courses of study.

NAME	POST-OFFICE ADDRESS	COUNTY	STATE



The Emblem
of the
Efficient School