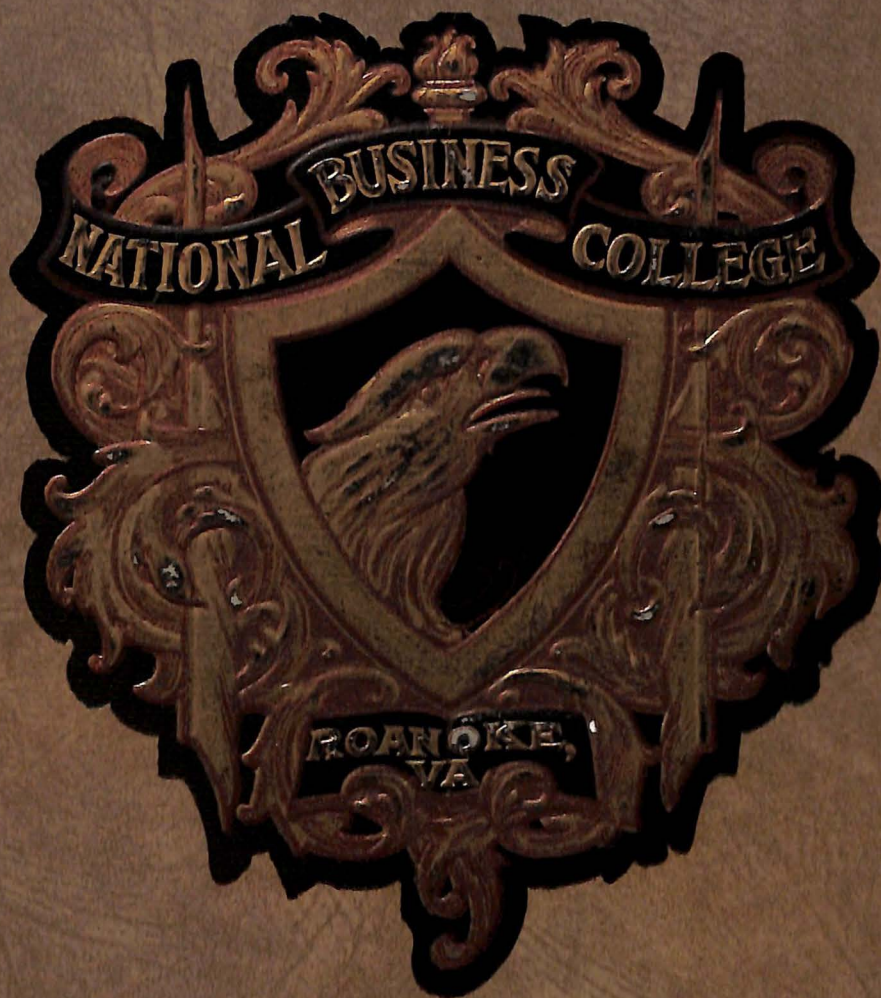


ROANOKE



*A School of  
Merit*







# Foreword

MARSHALL FIELD, that great merchant prince, once said: "The man who puts \$10,000 additional capital into an established business is pretty certain of increasing returns; and in the same way, the man who puts additional capital into brains—information with directed thought and study of possibilities—will as surely, yes, more surely, get increased returns. There is no capital, and no increase of capital safer and surer than that."

Your brain is your capital in life. You are ambitious and interested in the development of your brain, or you would not be reading this book.

You realize that the world is calling for that brain of yours if properly prepared. You realize as Charles M. Schwab has said, "The captains of industry in America are not seeking money; they are looking for brains—specialized brains."

To the young men and young women who are able to visualize the future that business offers them, we, believing that what follows will aid in constructive and intelligent planning for the future, dedicate this—

*Book of Modern Business*



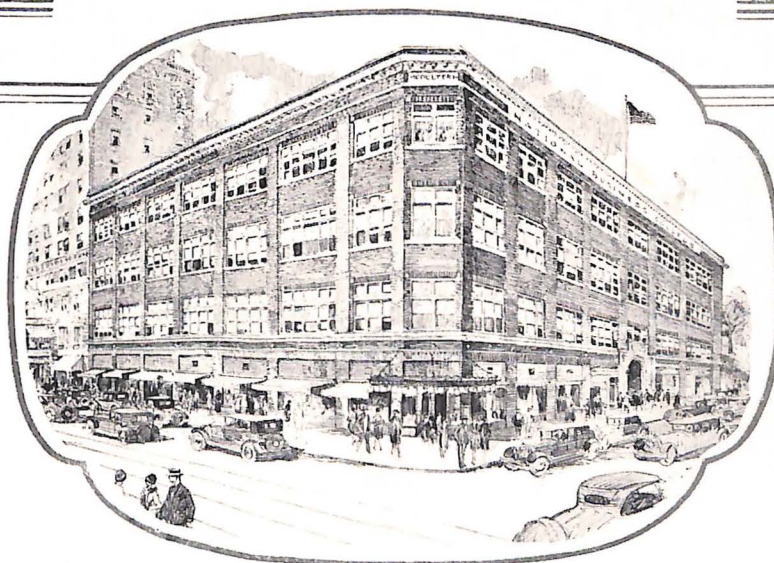


*Natural Bridge (within less than an hour's drive of Roanoke)*





# ROANOKE NATIONAL BUSINESS COLLEGE



*Established 1886*

ROANOKE

VIRGINIA

A SCHOOL OF EXCEPTIONAL MERIT LOCATED IN THE MAGIC CITY  
OF THE BLUE RIDGE MOUNTAINS OF VIRGINIA



## The National Business College

JOHN D. ROCKEFELLER,  
World's Richest Man:

*I believe that every young man and woman who wants to succeed in business should do as I did—take a course at a commercial college.*

THE ROANOKE NATIONAL BUSINESS COLLEGE, for a period of forty-three years, most of the time under the same management, has gone forward on its own worth in doing one thing well. That one thing has been the proper education of young men and young women in the fundamental necessities of business. It has educated along the line of business and placed in lucrative positions literally thousands of young men and women who are employed in local business concerns and other firms from Maine to Oregon and from Michigan to Texas.

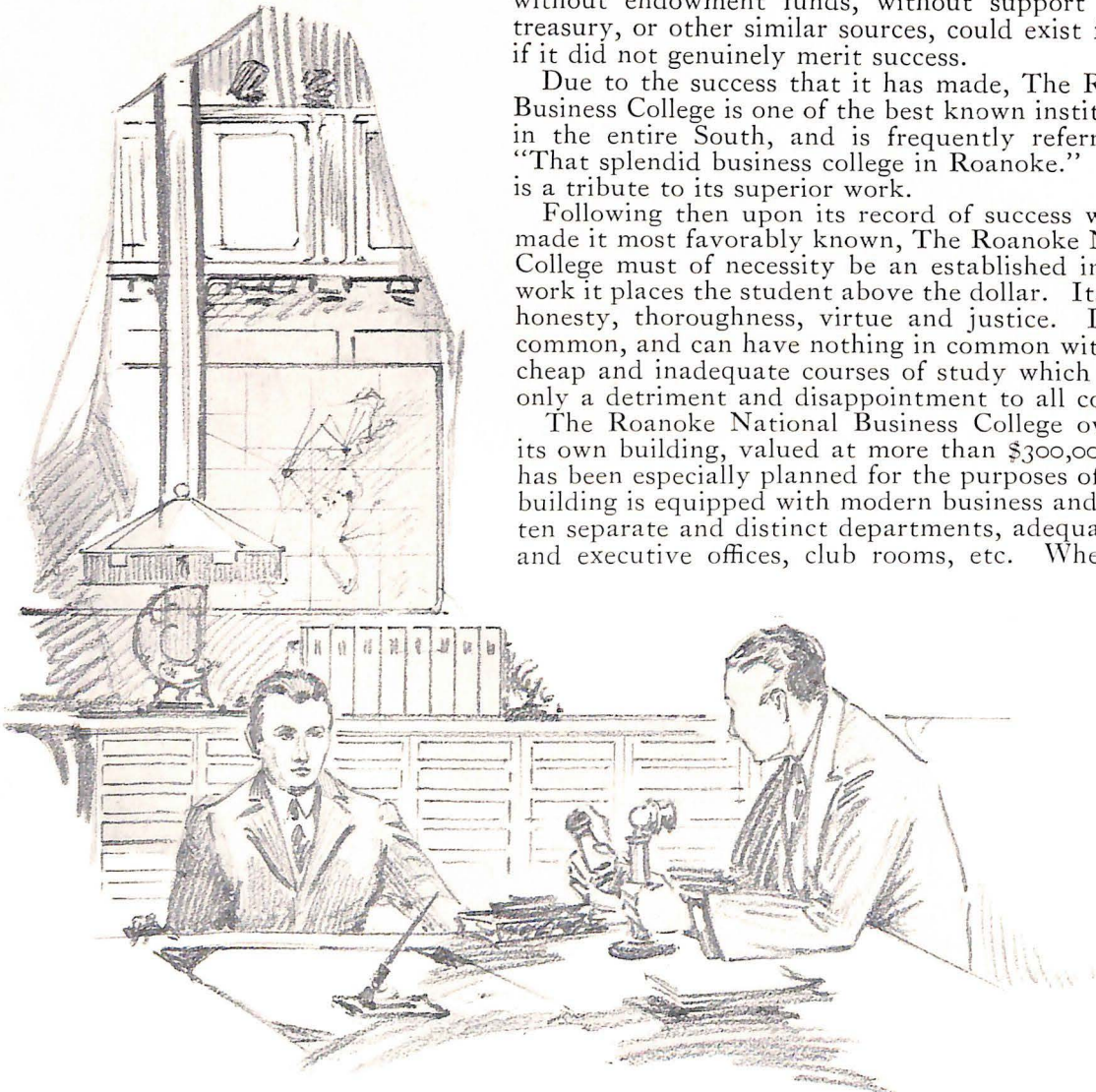
With an aggregate of over 20,000 alumni scattered throughout the length and breadth of the land, it is in fact and not merely in name a national institution of business education.

The Roanoke National Business College is a private institution, receiving no State aid and having no endowment fund. Its success has been due entirely to its own merits, for no institution without endowment funds, without support from the public treasury, or other similar sources, could exist forty-three years, if it did not genuinely merit success.

Due to the success that it has made, The Roanoke National Business College is one of the best known institutions of its kind in the entire South, and is frequently referred to merely as "That splendid business college in Roanoke." This designation is a tribute to its superior work.

Following then upon its record of success which in turn has made it most favorably known, The Roanoke National Business College must of necessity be an established institution. In its work it places the student above the dollar. Its cornerstones are honesty, thoroughness, virtue and justice. It has nothing in common, 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.

The Roanoke National Business College owns and occupies its own building, valued at more than \$300,000. This building has been especially planned for the purposes of the college. The building is equipped with modern business and office machinery, ten separate and distinct departments, adequate administration and executive offices, club rooms, etc. When you enter any





department of The Roanoke National Business College, you see a modern, up-to-date and properly conducted business office fully functioning.

The advantages of a large school are similar to the advantages offered by any large enterprise. Anyone 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.

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 has the prestige of forty-three years of successful history.

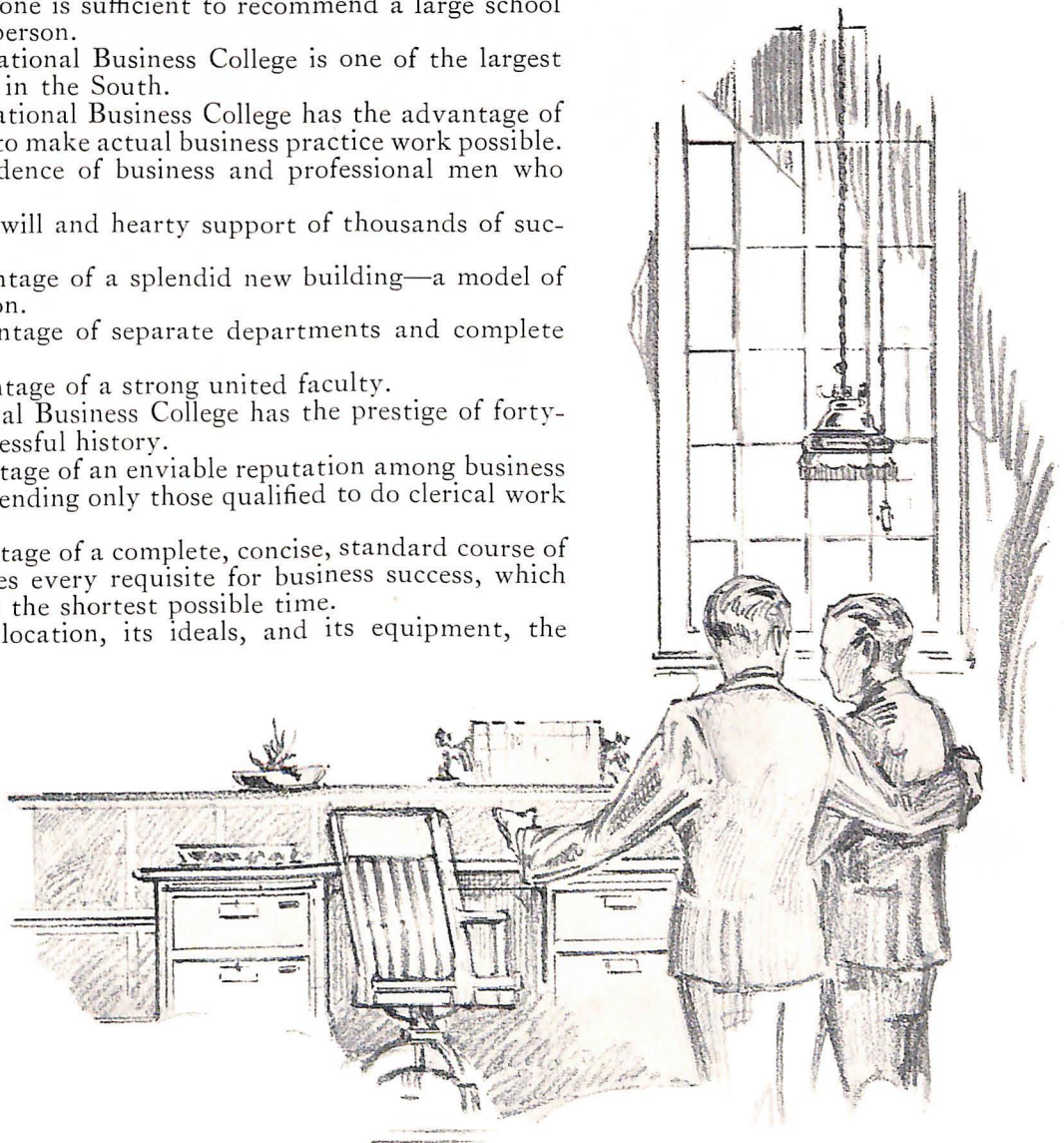
It has the advantage of an enviable reputation among business houses for recommending only those qualified to do clerical work satisfactorily.

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.

Because of its location, its ideals, and its equipment, the

E. H. HARRIMAN,  
America's Greatest  
Railroad Magnate:

*I know of no training that costs so little and pays so much as a business college course.*





ANDREW CARNEGIE,  
Steel King and  
Philanthropist:

*I advise young men and women to save the most precious years of their lives by securing a business education, that they may go forth fully equipped early in life.*

College has the advantage of being continually abreast of the fast-moving times, thus graduating its students with an education that is modern. It does not teach its students the methods of business discarded five years ago, but it teaches the methods required for the present and those which will be required in the future.

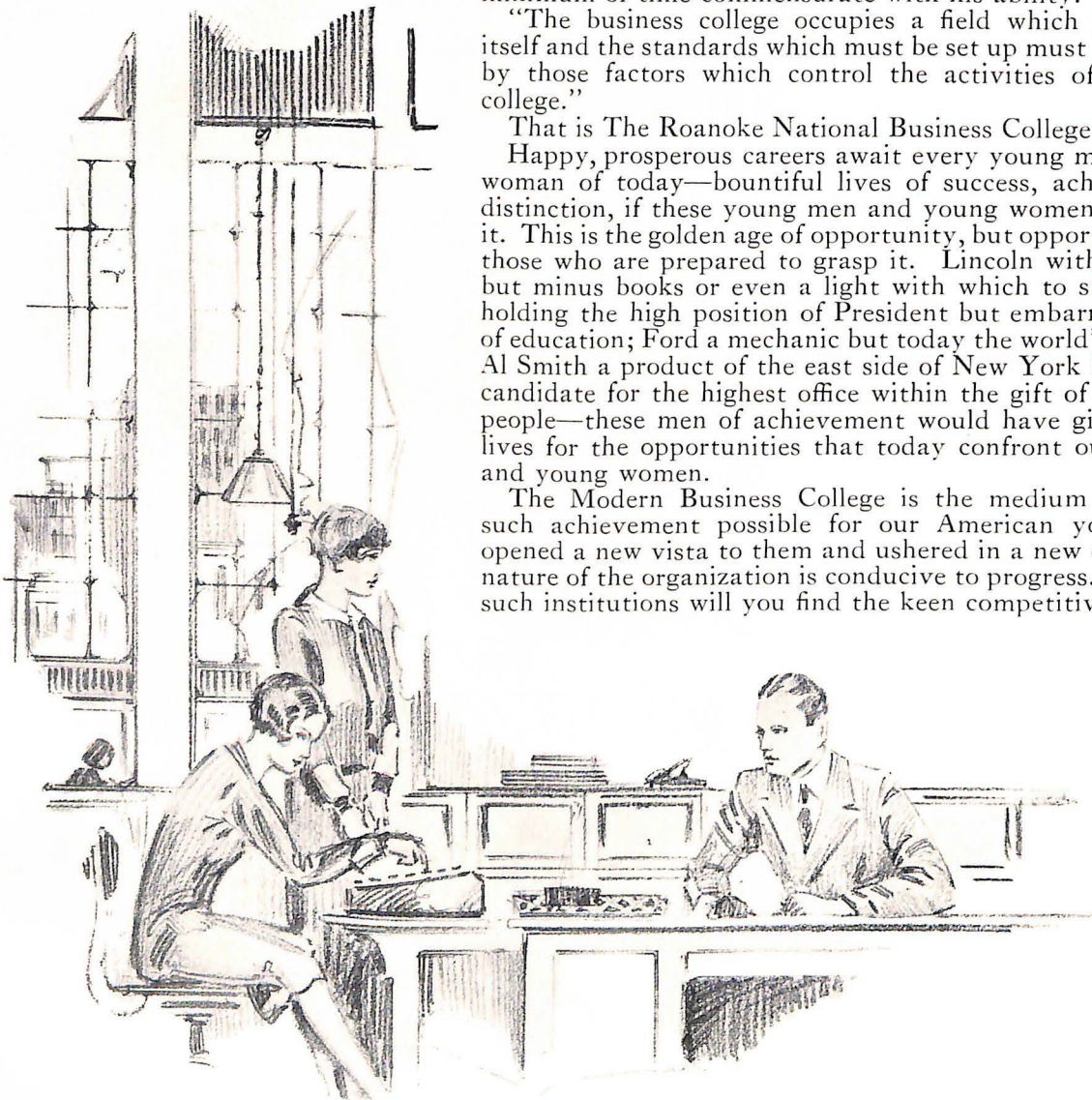
Dr. B. H. Van Oot, Supervisor of Trade and Industrial Education for Virginia, says: "The business college is perhaps the most perfectly organized vocational institution in existence today. It is the one vocational institution which has not as yet been hidebound by tradition and artificial barriers. Its curriculum is definite, its objectives are clearly seen and largely understood, the training and education are specific and lead toward well-defined fields of work. Each unit of instruction is so organized that the time required by any average student to complete any given unit is approximately determined. The curriculum is stripped of all nonessentials so that the student receives the maximum of practical skill and information in the minimum of time commensurate with his ability."

"The business college occupies a field which is peculiar to itself and the standards which must be set up must be determined by those factors which control the activities of the business college."

That is The Roanoke National Business College!

Happy, prosperous careers await every young man and young woman of today—bountiful lives of success, achievement and distinction, if these young men and young women only demand it. This is the golden age of opportunity, but opportunity for only those who are prepared to grasp it. Lincoln with his ambition but minus books or even a light with which to study; Jackson holding the high position of President but embarrassed for lack of education; Ford a mechanic but today the world's richest man; Al Smith a product of the east side of New York but recently a candidate for the highest office within the gift of the American people—these men of achievement would have given half their lives for the opportunities that today confront our young men and young women.

The Modern Business College is the medium which makes such achievement possible for our American youth. It has opened a new vista to them and ushered in a new era. The very nature of the organization is conducive to progress. Only among such institutions will you find the keen competitive spirit which





makes possible the proper training and preparation of boys and girls for the future.

The Modern Business College adds stimulus to education. It must initiate the newest and most efficient methods demanded by the modern and progressive business organization. It must stand alone upon its reputation for service. No public tax supports it, and its success depends upon an efficient service to the business world and to the young men and women desiring to enter it.

That is The Modern Business College!

The Roanoke National Business College, based upon forty-three years of service, working toward an ideal, properly equipped and financially responsible, prides itself upon being modern. The Roanoke National Business College, realizing the need and the advantages to be derived from a modern business education, prides itself on the fact that it is offering such an education.

To you, who are interested in yourself and the proper development of your brain which is your capital, has been presented what The Roanoke National Business College is and the need of a modern business education. In the following pages you will have presented precisely what The Roanoke National Business College does.

In reading the following pages it is important for you to continually remember that the untrained man or woman, no matter how great his or her natural ability, is a drug on the market. Business men no longer have time to train apprentices; they want men and women who require the least in supervision. For such men and women they are willing to pay top-o'-market prices.

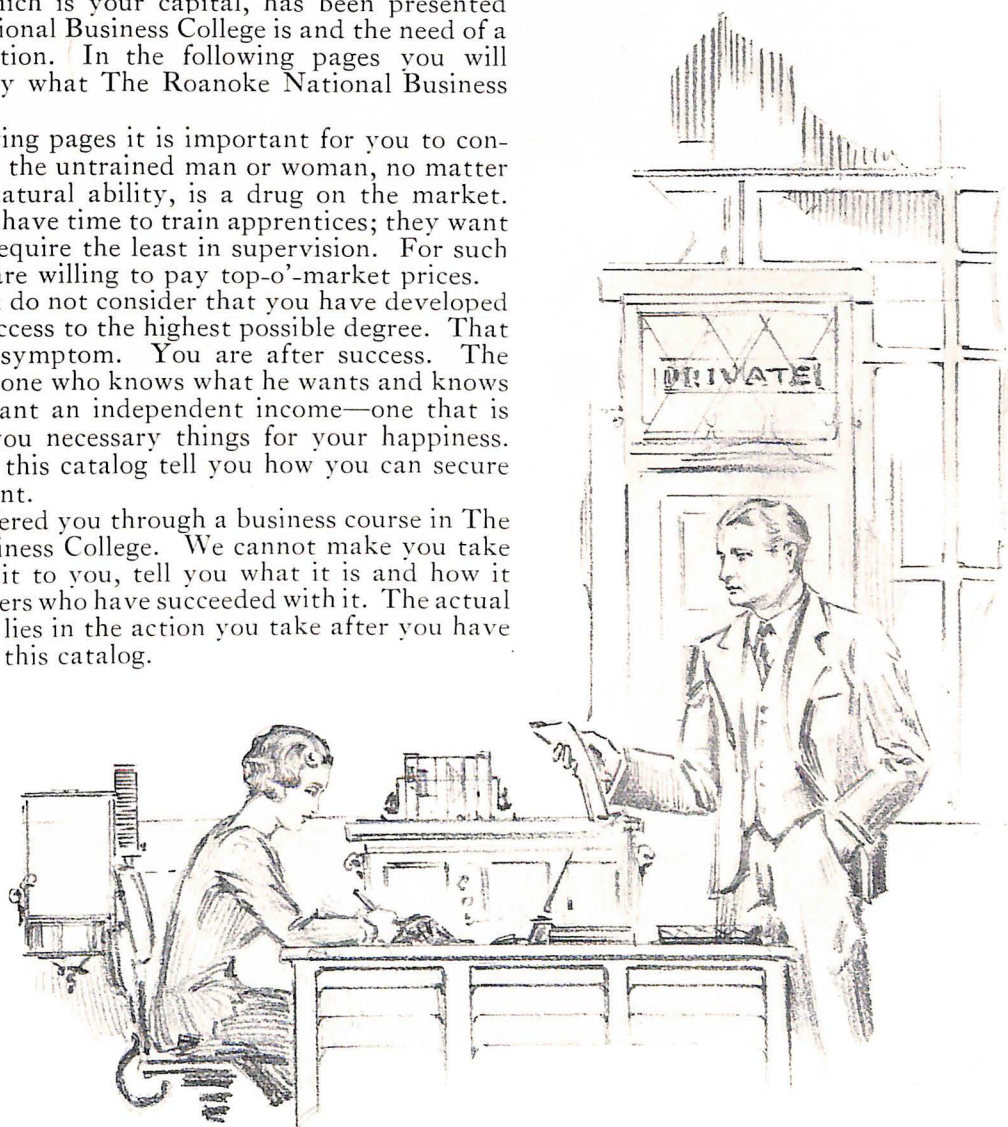
It is evident that you do not consider that you have developed your possibilities for success to the highest possible degree. That is a very encouraging symptom. You are after success. The successful person is the one who knows what he wants and knows how to get it. You want an independent income—one that is large enough to give you necessary things for your happiness. The following pages of this catalog tell you how you can secure this thing that you want.

An opportunity is offered you through a business course in The Roanoke National Business College. We cannot make you take it. We can only offer it to you, tell you what it is and how it works and show you others who have succeeded with it. The actual securing of this success lies in the action you take after you have turned the last page of this catalog.

JOHN WANAMAKER,

Founder of America's  
Greatest Department  
Store:

*In these days the young man or woman without business training stands little chance. A great, grand work is being done by the business colleges.*







*September enrollment. (Less than one-half annual student body.) A living*

## ROANOKE NATIONAL



*Summer School students get an*



OFFERED THROUGH MODERN BUSINESS COURSES



*testimonial to the efficiency and success of this splendid business training institution*

# BUSINESS COLLEGE



*earlier start on their business careers*





F. M. COULTER



*A Message from the President*  
*of the*  
*Roanoke National Business College*

IT SHOULD NOT take the eye of a prophet to see that history is being made in the present day development of the South. At one time we were wont to think of the South as a land of laziness; miles upon miles of rolling and unproductive plantation lands; petted and pampered youth of an aristocratic division of the country growing up into indifferent and irresponsible men and women. Today, we see in the South a new land. It is not today the Old South but the New South that is calling its attention to an amazed world.

Fields that were once unproductive are laden with crops; towns and cities that have produced little are humming with the buzz of industry; young men and women through proper preparation are taking their stand in the forefront of the nation's leaders.

The entire South is advancing at a startling rate. Never before have the advantages which lie in its natural resources, its unlimited supply of domestic labor, its proximity to numerous ports and its unequalled markets been fully realized.

The South has started toward its fullest development. The burden of this continued development rests upon the shoulders of the younger generation. For those young men and young women who are prepared to take their places in this great age of industrial development, and to meet the keen competition of the twentieth century, unlimited opportunities are awaiting.

It is the desire of everyone associated with The Roanoke National Business College to aid in the preparation of these future leaders of the nation. Your success in life is our greatest concern. To see you properly trained for the responsibilities that lie before is our objective.

Sincerely yours,







- FACULTY**
1. E. M. COULTER
  2. M. A. SMYTHE
  3. MISS GLADYS HINES
  4. MRS. E. M. COULTER
  5. MISS VELMA BIEDLER
  6. MISS MARGARET HUGHES
  7. MRS. L. T. METCALF
  8. MRS. H. E. CHRISMAN
  9. B. C. BACON
  10. MISS GARNETT BOWMAN
  11. MISS SAVANNAH LEFFEL
  12. MISS GEORGIA MCCUTCHEON
  13. MISS MYRTLE SHIVELY
  14. MRS. MARY P. MACGURN
  15. LESLIE A. KIMBLE
  16. R. S. LEFTWICH
  17. MRS. MARY T. ALLEY



## *Faculty*

E. M. COULTER  
President

M. A. SMYTHE  
Vice-President and General Manager  
Director of Actual Business Practice and Banking  
Lecturer on Commercial Law  
Mathematics of Accounts

MRS. E. M. COULTER  
Associate Director Shorthand Department  
Chairman Advisory Board for Girls

MISS GLADYS HINES  
Secretary  
Office Training and Business Ethics

B. C. BACON  
Principal Introductory Bookkeeping Department,  
Mathematics and Penmanship

MISS MYRTLE SHIVELY  
Introductory Bookkeeping Department

MRS. L. T. METCALF  
Principal Gregg Shorthand Department

LESLIE A. KIMBLE  
(C. P. A. VIRGINIA)  
Higher Accountancy and Business Administration

MRS. MARY P. MACGURN  
Principal Shorthand Department  
Advanced Dictation

MISS MARGARET HUGHES  
Principal Introductory Shorthand Department

MISS SAVANNAH LEFFEL  
Principal Intermediate Shorthand Department

MISS GEORGIA MCCUTCHEON  
Principal Actual Business Department  
Spelling, English and Mathematics

MISS VELMA BIEDLER  
Principal Touch Typewriting Department

MRS. H. E. CHRISMAN  
Assistant Advanced Shorthand Department

MRS. MARY T. ALLEY  
Principal Banking and Office Training Departments  
Salesmanship, Mathematics and Penmanship

MISS GARNETT BOWMAN  
Cashier and Bookkeeper

R. S. LEFTWICH, A.B., LL.B.  
Advanced Law

## *Advisory Board*

HON. R. H. ANGELL  
President of Central Manufacturing Company  
Shenandoah Life Insurance Company  
Colonial National Bank

DR. W. C. BOONE  
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

LEVI B. DAVIS  
President Mountain Trust and Bank Company

J. TYLER MEADOWS  
Chairman of the Board, First National Exchange Bank

HON. JAS. P. WOODS  
Attorney at Law  
President Borderland Coal Corporation

W. E. THOMAS  
General Manager, Times-World Corporation  
(Newspaper Publishers)

HON. C. A. WOODRUM  
United States Representative from Sixth District

DR. H. SPENCER EDMUNDS  
Pastor Second Presbyterian Church

DAVID P. SITES  
Vice-President and Chairman of the Board, Mountain Trust  
and Bank Company  
Secretary-Treasurer, Caldwell-Sites Company

## *Advisory Board for Girls*

MRS. E. M. COULTER  
Chairman

MRS. S. HORTENSE ROPP  
Lecturer

MRS. M. M. CALDWELL  
President of Civic Betterment Club



## *Standards of Practice*

Adopted by the  
National Association of Accredited Commercial Schools

THE MEMBERS of this Association are definitely committed to the policy of raising the educational and business standards of the individual schools of the Association to the end that the whole system of commercial education in the United States and Canada may be constantly improved.

Each member of the organization must:

1. Maintain such policies and practices as will reflect credit upon the cause of business education, and that will command respect in all business relations with students and with the general public.
2. Provide such quarters and school equipment as this Association may approve.
3. Meet the minimum requirements of such standard courses of study as may be approved by this Association and offered by the school.
4. Use such texts as are generally regarded as standard, or such as may be approved by this Association.
5. Deal fairly and in a dignified manner with all classes of competition.
6. Refrain from knowingly inducing students to leave other schools or institutions of learning, either public or private.
7. Make no misleading statements or misrepresentations of any kind, either in person or through any agency.
8. Refrain from varying published tuition rates, either directly or indirectly, and from offering free tuition as an inducement for registration.
9. Refuse, either directly or indirectly, to guarantee positions to prospective students.
10. Pay legitimate debts promptly.
11. Maintain throughout the school such standards of character and reputation as will promote high moral ideals.
12. Cultivate within the school and in the community where the school is located the highest moral standards.
13. Report promptly to the Chairman of the Better Business Bureau any violation of the Standards of Practice.
14. Submit to arbitration any difficulty or disagreement with any other member that cannot be adjusted through the Better Business Bureau.



## BUSINESS DEPARTMENTS

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**B**USINESS today 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, three months' attendance covered the usual course, but as business requirements became more exacting, business men demanded better and more thoroughly trained assistants. The Roanoke National Business College is an institution giving such training.

This work is given in four departments; namely, Introductory Commercial, Actual Business Auditing and Accounting, Banking and Finance, Accountancy and Business Administration. The work is designed not only to make good bookkeepers and efficient office help but successful business men and high-grade accountants. These departments are explained and outlined on subsequent pages.



COMPLETE BUSINESS COURSE  
COMMERCIAL COURSE  
BANKING AND FINANCE COURSE  
ACCOUNTANCY AND BUSINESS ADMINISTRATION  
PENMANSHIP COURSE  
SALESMANSHIP COURSE





*Actual Business and Accounting Department*

## COMPLETE BUSINESS COURSE

OUR Complete Business Course is outlined to meet the requirements of students who are seeking the best technical preparation possible for business life, either as employees or upon their own responsibility.

The business of the ordinary office is divided into two departments; correspondence and accounting, and our complete business course is designed to fit the graduate to understand the work of both of these departments and to accept employment in either or both of them.

There is a constantly growing demand in many lines of business for the services of young people whose business education extends beyond the training provided by the briefer courses that we list, and for this reason we especially recommend our complete business course to students who have had high school work or its equivalent or who, through their own efforts, have acquired a fairly broad fundamental education and are anxious to make the best preparation possible for advancement after they have begun their business career.

This course covers practically all of the phases of modern office work, for which reason the graduate is able to command a better initial salary than would be possible with less thorough training. Another advantage that this course affords is discovered later in the business career of the graduate when promotions are made, for the employee

who is not bigger than his position can never hope to be elevated to an advanced position. The graduate of our complete business course is in school long enough not only to be thoroughly trained for business employment but also to be broadly trained.

We especially recommend this course to young men and young women who expect to go into business for themselves, for while it is possible for one with limited training to earn promotion if he is wisely supervised, the one going into business on his own account and who must necessarily take all the risks of his venture without supervision, cannot afford to begin with less than the best preparation.

To summarize briefly; we recommend our Complete Business Course to all students who are prepared to take it because it provides a superior type of education, because the business public is demanding this type of education, because competition makes it important that the adventurer into business life shall have the very best equipment possible, because advancement depends very largely upon proficiency, and because the protection of the interests of the student who may embark in business on his own responsibility demands the safeguards that this course affords.

A complete outline of our Complete Business Course and its credit value will be found on page 32.





*Introductory Commercial Department*

## COMMERCIAL COURSE

OUR Commercial Course is practical and comprehensive. It gives the student not only thorough grounding in the theory and practice of accounts, but at the same time gives him wide and practical knowledge of business methods and procedure. This science of accounting has made rapid strides in the last few years, particularly since the passage of the Federal Income Tax Law and similar measures not only by the general government but also State and municipalities, which require reports based upon accurate and systematic bookkeeping.

Receivership reports, not infrequently, lay at the door of poor bookkeeping the blame for insolvency, and trade commissions of various kinds are constantly calling attention to business disasters that arise through lack of knowledge of accounting.

So rapid has been the expansion of business within the last few years that an enterprise which was once owned by a single proprietor and managed by him, has grown into such proportions, that it has thousands of employees, and the same method of bookkeeping that was originally adequate has grown into an involved accounting system requiring the services of expertly trained bookkeepers.

Our Commercial Course gives the student the technical

skill and the facility necessary for the practice of his profession, but more than that it gives him a fundamental business education that will be of inestimable value to him throughout his life. Our course is revised constantly to keep it in tune and in touch with new business conditions and new developments, and the graduate who steps from our Advanced Bookkeeping Department into a business position goes without trepidation for he knows that the conditions he will meet in business will not be essentially different from those under which he has been working with us.

A complete outline of our Commercial Course and its credit value will be found on page 31.

"By the time a man is ready to graduate from the university of experience he is too old to go to work."—*Henry Ford.*

"The changed scope, character, and methods of modern business have united to demand a training superior to anything that was ever needed before."—*Frank A. Vanderlip.*





*Interior Banking Department. Burroughs bookkeeping machine, electric drive adding machine and up-to-date equipment and systems enable students to hold responsible bank positions*

## BANKING AND FINANCE COURSE

*"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 \$150,000.00, 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 book-keeping 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 send papers for collection and with which it keeps its reserve funds; notes are discounted and taken for collection; discounted notes protested for

nonpayment; 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 Departments, 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.

A complete outline of our Banking and Finance Course and its credit value will be found on page 31.





*Prominent young business men and women of Roanoke are members of these classes*

## ACCOUNTANCY AND BUSINESS ADMINISTRATION

THE WORK in this course is designed to provide a sound training for executive leadership in business. It is believed that the principles which will lead to success in the Accounting Department of a business enterprise will be equally vital to the success of a young man who accepts a position in the Purchasing, Production, Advertising, Credit, Personnel or Sales Department or who desires to enter Public Accounting practice. The student who accepts a position in the Accounting Department will know what information should be furnished the heads of other departments, and he will know the form in which the information should be provided to be most useful. The student who accepts a position in any other department will know what information may be obtained from the Accounting Department, and what use to make of the information furnished. In other words, the student with a thorough training in the operation and supervision of accounts may choose between two broad paths of progress; namely, first, Accounting as an occupation in itself, with the prospects of steady advancement to responsible and remunerative positions; second, Executive and Administrative work, the opportunities of which are greatly increased to the man who can apply a

knowledge of accounting in the control of the activities for which he is responsible.

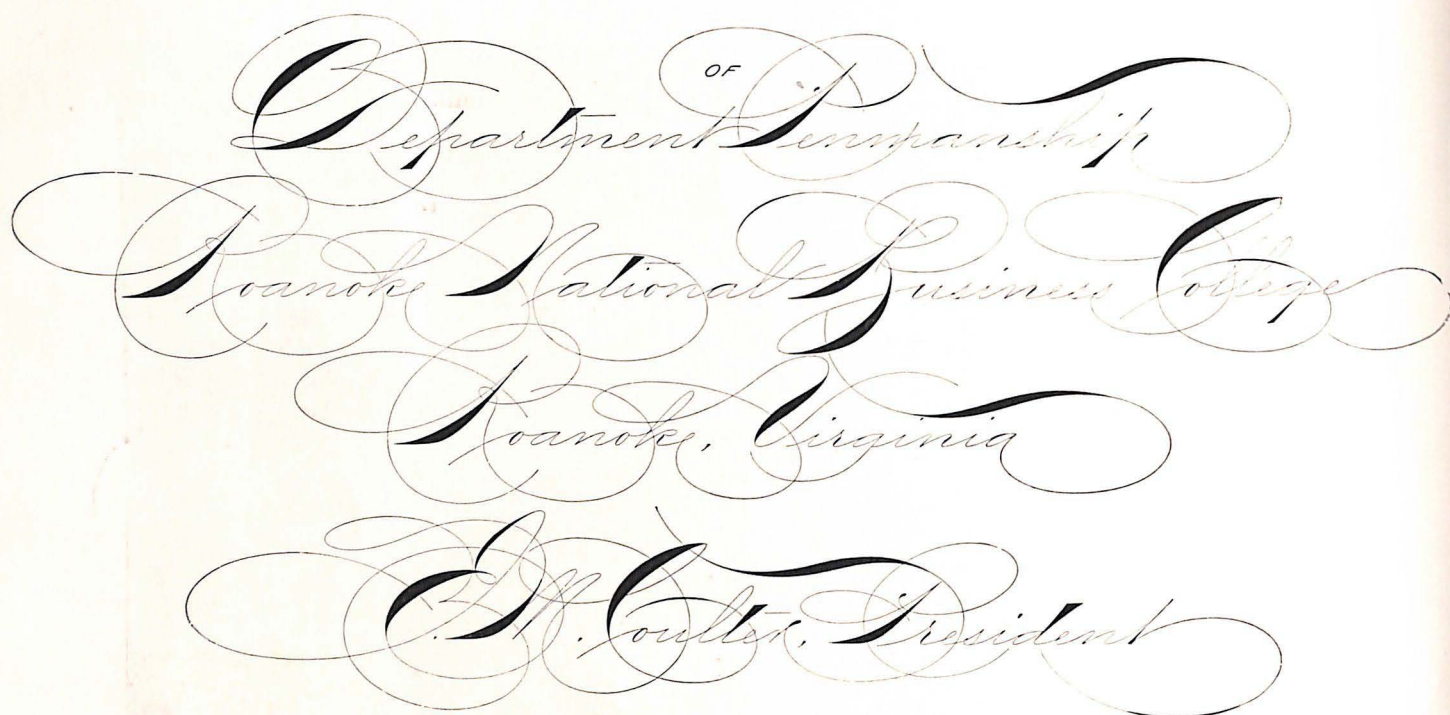
Do you ask to what extent a knowledge of Accountancy and Business Administration will increase your market value, if you decide to remain in private employment? Here you can find your answer in the opinions of nationally known commercial leaders, all of whom have learned from experience the market value of a knowledge of the fundamental principles of Accountancy.

James A. Farrell, President of the United States Steel Corporation, in the course of an address to young men, put a knowledge of Accountancy among the first requisites for a man to possess in order to attain a position of managerial importance in business.

Wilbur C. Fisk, C.E., Ex-President of the Hudson and Manhattan Railroad Company, and member of the banking house of Harvey Fisk & Sons, both of New York, says: "In my own experience, both as a banker and a railroad man, I have found a knowledge of Accountancy invaluable; indeed, I cannot emphasize too strongly the advantage it has been to me."

A complete outline of our Accounting and Business Administration Course will be found on page 32.





*A specimen of ornamental penmanship written by E. M. Coulter, President*

## PENMANSHIP COURSE

**G**OOD 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 positions than any other one accomplishment. Bad handwriting has sent more letters of application to the wastebasket 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 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.

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## SALESMANSHIP COURSE

**T**HIS COURSE gives the student a clear idea of business ethics. It clearly shows that character in combination with brains, efficiently trained, is the highest priced, best paid product in the world; that character is the basis of all business success; that a man who attempts to take advantage of another in a business transaction is not a salesman but a robber; that a man who resorts to sharp practice is not only dishonest but foolish, since such practice inevitably leads to failure.

This course has aroused international enthusiasm because it teaches an individual how to develop his personality and how to study human nature. It teaches the philosophy of leadership, mental and business efficiency, as well as the essentials and art of salesmanship. This study reaches down to the very depths of the individual's life, reveals himself to

himself, arouses and inspires him, and for that reason gives him a new vision of life.

The average man is not acquainted with himself and is hungering for self-knowledge. In fact, the reason he does not have confidence in himself is because he is not acquainted with himself. This course is doing much to give young men and women a saner conception of life, its needs and its ideals. In a very human way it shows them how they must co-ordinate themselves with life and its problems in order to render the greatest service and win success. It teaches that all legitimate achievements are based upon service. The subject of salesmanship has been correlated with other practical subjects essential to the success of the modern commercial salesman.

A complete outline of our Salesmanship and Business Efficiency Course and its credit value is found on page 33.

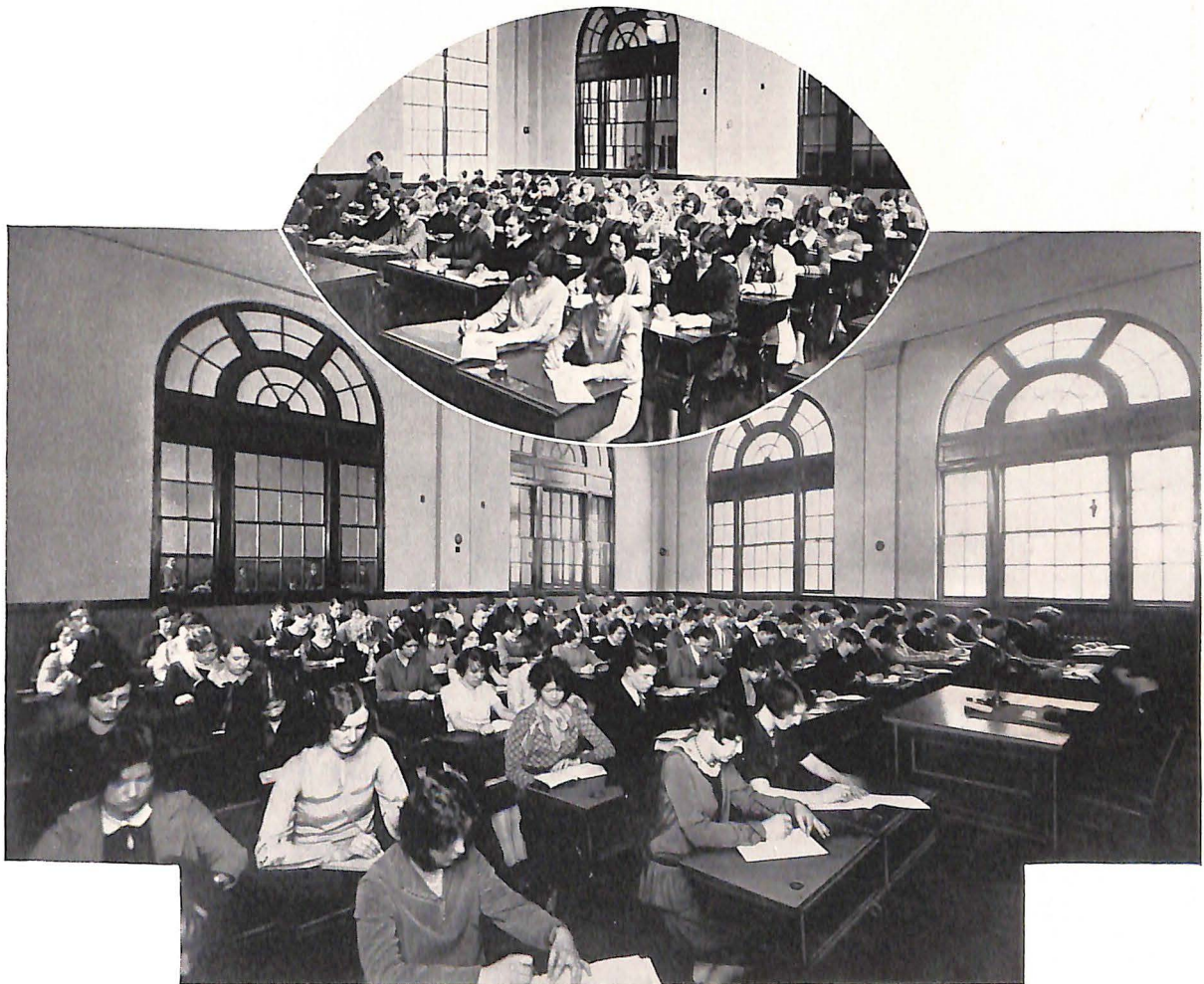


# SECRETARIAL DEPARTMENTS

A RAILROAD OFFICIAL in answering the question, "Why should young men study shorthand?" made the following reply:

"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 the 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."

The Complete Secretarial and Stenographic Courses of The Roanoke National Business College are designed not for the purpose of producing mediocre stenographers who are capable of filling only secondary positions, but cover sufficient knowledge and training to make of an intelligent person an efficient, thorough, capable stenographer and lay the foundation which with experience and practice will develop private secretaries and court reporters.



SECRETARIAL COURSE  
SHORTHAND COURSE  
TYPEWRITING COURSE  
TEACHER TRAINING COURSE





*Intermediate Shorthand Department*

## SECRETARIAL COURSE

**T**HERE 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 Complete Business Course, it is thorough and comprehensive. 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 finish the Complete Business 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, Secretarial duties, and associated subjects to qualify him for the better class positions and enable him to secure rapid advancement.

There is an excellent field for private secretaries, but it should not be understood that a graduate always steps directly from the school room into a secretarial position. As a usual thing, private secretaries are stenographers who, because of their efficiency as stenographers and because of their excellent preparation for general office employment and because of their industry, have been advanced from stenographic ranks to positions of larger responsibility and larger remuneration.

A complete outline of our Secretarial Course and its credit value will be found on page 32.





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

## STENOGRAPHIC COURSE

**S**HORTHAND is an office necessity. There is hardly any business concern of any size that does not employ one or more stenographers; while in many large enterprises, hundreds of stenographers are to be found in a single office.

The stenographer in the business office occupies a singularly strategic position in that the transactions of the entire enterprises flow through stenographic channels, and the shorthand writer who has any ability whatever, quickly learns a large number of intimate things about the business that never come before the untrained clerk.

The good stenographer must be an excellent typist. She must be able to write rapidly, accurately and smoothly. She must know how to arrange her letters in pleasing form; she must be able to put contracts and various other legal papers into proper form, and she must be able to do all these things with sufficient rapidity to enable her to turn out a day's work in a day.

The good stenographer must know something of business procedure and business methods, must write longhand well, must understand filing, duplicating, billing, etc.; in short,

she must have a general office education in addition to her special training in shorthand and typewriting.

Contrary to the popular notion, shorthand is not an extremely difficult subject. To be sure it cannot be mastered without effort—if it could it would be worthless—but any young person having a fairly good general education, who is willing to work and has a reasonable capacity for close application, will be able to learn shorthand and its accompanying subjects.

It should be noted in passing that while our course in shorthand equips a graduate to hold a remunerative position immediately upon the completion of his course, it is also an accomplishment of great value to the man or woman who may not work as an employee. Thousands of professional men, students in colleges and universities, business men and women with large social duties make daily and profitable use of shorthand.

But for the young person seeking an advantageous start in business, shorthand offers special advantages and should be included if possible in every plan for a business education.

A complete outline of our Stenographic Course and its credit value will be found on page 31.





*Touch Typewriting Department*

## TOUCH TYPEWRITING DEPARTMENT

*"To Earn More Learn More"*

**C**OULD 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 standard typewriters.

**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.

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 \$10.00 made for the use of the machines to the students of the Commercial Department.

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*

## TEACHER TRAINING COURSE

**B**USINESS education is making such rapid strides that there is a constantly increasing demand for capable teachers of commercial subjects.

For forty-three years The National Business College has made a definite study of this subject and is familiar with the qualifications successful commercial teachers should have. This course is planned to meet these requirements. It

includes a comprehensive study of the best methods of presentation, testing, recording and organizing, together with a broad technical training with sufficient practice teaching to develop capable teachers for commercial schools, commercial departments of high schools and colleges. A complete outline of this course and its credit value will be found on page 33.

### *Advantages of Superior Instruction*

**T**HE TWO important factors in the success of any educational institution are teachers and students.

Our faculty is made up of men and women who are thoroughly qualified both educationally and through practical experience to guide students along the pathway of educational progress; but our teachers are selected not alone for their educational and practical experience. They are chosen because of their ability to teach—because they have the faculty of imparting to the student both information and enthusiasm. We do not hesitate to say that a finer group of instructors cannot be found anywhere.

We are proud of our student body. Our boys and girls are earnest, enthusiastic, industrious students. They are fair minded. They are always willing to play their part in school life. They recognize that the school takes on the spirit of the student and that the best environment, and therefore the best conditions for rapid progress, prevail where the student assumes his responsibility as a unit in the organization and management of the school itself.

A private business school cannot properly qualify its graduates for the best class of business positions unless its courses of study are adequate to the needs of business. More than this, they must be well administered. Effective

teaching means competency on the part of the student, and in our school competency means that the student must not only know the things that he has been taught, but that he must also be able to carry his knowledge into actual practice.

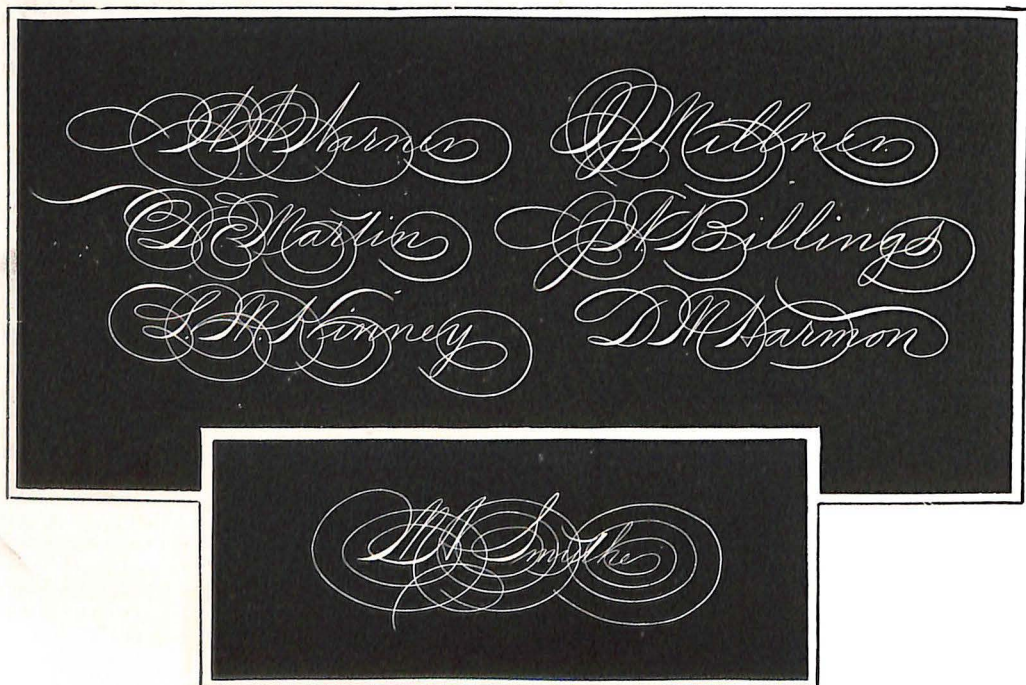
Throughout all of our departments there is the nearest possible approach to actual business conditions. Toward the close of his course the student is given definite office responsibilities and is required to discharge them satisfactorily. He is taught through practice to do in a business-like manner things that he will be called upon to do when he leaves the school rooms.

In addition to being thoroughly prepared to qualify the student for employment, we are also prepared to give him a favorable introduction to the business public. The best business firms in this community look upon our Employment Department as the logical, dependable source of supply for well-qualified office employees of all of the higher grades. And we are proud of the fact that our graduates render such satisfactory service that they are steadily and rapidly promoted. Today many of them are beyond the employment stage and are operating businesses of their own successfully.





*English Department. A thorough course in English branches is given for those who need it*



*Blackboard writing by M. A. Smythe*



## COURSES OUTLINED

IN THE FOLLOWING outline of courses you may select those in which you are interested and see the completeness with which each is handled. These outlines give you the various courses, their credit value, scope of work, graduate courses, tuition and how payable, cost of books, equipment, etc.



*West Entrance  
and partial  
view of  
Auditorium*



*The dignity of imposing surroundings*



# COURSES OF STUDY

## Course 1—Bookkeeping—Part A

*Credit Value—1½ Points*

Our students learn the principles of bookkeeping and accounting by recording business transactions. Part A is planned to give the student an understanding of the purpose of double entry bookkeeping, the method of recording transactions in books of original entry, the purpose of posting, the Trial Balance, Balance Sheet, Profit and Loss Statement and closing of the ledger at the end of a fiscal period.

## Course 1—Bookkeeping—Part B

*Credit Value—1½ Points*

The purpose of the work in this division is to give further practice in the recording of transactions so that the student may learn more of the fundamental principles of accounting and become more accurate in applying these principles. In addition to learning more of the principles, the student is taught some of the short-cut methods used in connection with the recording of transactions. After completing this section the student will understand the application of accounting principles to the bookkeeping record. He will know the purpose of reserves and their relation to fixed assets; the method of keeping a systematic record of insurance policies and adjusting fire losses; the distinction between "freight in" and "freight out" and the effect these have on purchases and sales; the relation of purchases discount to purchases, and sales discount to sales; the distinction between general administrative expense and sales expense and the relation of these to the general operating cost of the business. Our graduates go into the business world with confidence in their ability to do the work required of them because we have taught them correct principles and correct practice.

## Course 1—Bookkeeping—Part C

*Credit Value—1 Point*

The purpose of the work in this division is to give further practice in the application of short-cut methods and the principles of accounting in connection with the bookkeeping record of a corporation. The student does the work of the head bookkeeper; studies the principles of special ruled books as an aid to greater efficiency and time saving, and the value of controlling accounts in the general ledger. After completing the work in this division, the student will more thoroughly understand the fundamental principles of accounting as applied in connection with the work of the bookkeeper. He will understand the meaning and purpose of the notes receivable discounted account, the use of trade acceptances, the accountant's working sheet, schedules, analytical statements, accounts with agents, branch store inventories, petty cash fund and many accounting terms with which he will come in contact when he goes into an office.

## Course 1—Bookkeeping—Part D

*Credit Value—1 Point*

This is an actual business course in which no bookkeeping text is used. The student becomes a trader on his own account and must originate his transactions as well as properly enter them in books of record. The work is divided into three divisions of two weeks each and he is expected to conduct his business in a profitable and business-like manner, first as an individual, then as a partnership and finally as a corporation. The work in this department is done in connection with the National College Bank, students actually writing all papers, doing an actual banking business and with the usual opportunities for gaining or losing. Practical experience in auditing—three sets of books must be audited by the student in this department, thus giving actual experience in the general auditing of accounts. In this division a student's ability is developed and gauged. The student in this department is given the opportunity to apply in practical bookkeeping under the guidance of capable instructors the principles learned in PARTS A, B and C.

## Course 2—Banking and Finance—Part A

*Credit Value—½ Point*

The theory work in the Banking Department is designed to give the student a knowledge of the purpose of banking in general, the different classes of banks, their organization and operation, the Federal Reserve System and its chief functions, the sources of banking profits, losses, and operating costs, the various forms of checks, drafts, notes, bonds, and other special forms of negotiable instruments and securities. The student needs this information if he is to understand the relation of business forms to the work of the bank, the different departments of the bank to each other, and banks themselves to each other and the business community at large.

## Course 2—Banking and Finance—Part B

*Credit Value—1½ Points*

In the banking practice work the student becomes familiar with the operation of the ledger posting and adding machines with which the

National College Bank is equipped. Each student actually handles the various transactions met in the banking business. He "learns by doing." Entering the bank as bookkeeper, the student is advanced from department to department until he has actually done the work required of bookkeepers, tellers and officers in well organized banks. He learns to keep the customers' accounts, handle deposits, receive and pay cash, issue drafts, grant loans, discount notes, make collections, and make the daily proofs and statements required in all departments. For three weeks he is in charge of the entire accounting system of the bank and is required to submit financial and profit and loss statements at the end of his term of office.

## Course 3—Shorthand—Part A

*Credit Value—4 Points*

### FIRST GRADE

Consonants; joining of consonants; vowels; word building; word signs; phrasing; simple prefixes and suffixes; sentence building. In this grade are drills in word sounding, word building, reading and writing exercises and sentence dictation. Examinations are given on word signs and theory.

### SECOND GRADE

Cumulative principles in word building; phrasing; word signs; connected matter. In this grade are drills in word dictation, sentence dictation, new and old matter dictation, and reading of dictated matter, and of model notes.

### THIRD GRADE

Cumulative phrasing; word signs; special contractions; special phrasing; differentiated outlines; derivative forms; letters and court work. In this class is developed quicker thinking in word drills, taking of dictation on both old and new matter, and transcription of elementary dictation from shorthand notes. This grade completes the text in both word signs and theory. 85% required.

## Course 3—Shorthand—Part B

*Credit Value—2 Points*

Constant review of basic principles; additional phrases; old matter dictation; new matter dictation; reading and copying of model shorthand notes; typographical accurate transcription of all shorthand dictation. In this course are monthly examinations in word signs and phrases; a monthly theory examination on an article of 700 words, with a grade requirement of 88%, and a contemplated speed of 75 words per minute from new matter.

## Course 3—Shorthand—Part C

*Credit Value—2 Points*

Practical dictation requiring larger vocabulary; increased amount of transcription work; increased amount of repetition work from self-formed outlines. In this course is a monthly theory examination on an article of 700 words, with a grade requirement of 92%; monthly examinations in word signs and phrases; contemplated speed 100 words per minute from new matter, with timed transcription.

## Course 3—Shorthand—Part D

*Credit Value—1½ Points*

Advanced business dictation and secretarial work, representing actual office dictation in varied lines of business; secretarial studies; law and court work; sermons; lectures; editorial matter, etc., and transcription of these in approved business form. In this course are monthly examinations in word signs and phrases, and a monthly theory examination on an article of 700 words with a grade requirement of 92%.

In connection with Shorthand B, C and D is a review class, in which word drills are given, including cities, States, proper names, and a general vocabulary, as well as phrases, word signs and their derivatives, hand movement, etc. Requirement for completion of Shorthand D is 125 words per minute from new matter with timed transcription.

## Course 4—Touch Typewriting—Part A

*Credit Value—2 Points*

### SECTION 1

Parts of machine; position of hands and body; correct fingering; correct form; words using first row of keys; words using second row of keys; words using first and second rows of keys; drills using the complete alphabet; sentences; drills in small words of common usage; writing of paragraphs; figures; letters.

### SECTION 2

Alphabetical sentence practice; letters of varied length; centering of letters on page; centering of headings; left-hand word practice; right-hand word practice; third and fourth finger word practice; double letter word practice; practice on beginnings and terminations of words; use of marginal stops; addressing envelopes; practice on matter containing figures; billing, etc.



### SECTION 3

Writing ordinances, resolutions, contracts, specifications, deeds, petitions, legal forms, articles, constitutions and by-laws, inventories, speed sentences; repetition work for accuracy and speed, transcription of letters, articles and stories from shorthand notes; letter forms; plain copy work.

In PART A are definite lesson assignments. Students are taught the care of the machine (oiling, dusting, cleaning type, changing of ribbons, etc.). Absolute accuracy is required, and special emphasis is placed on concentration, neatness and rhythm. This course contemplates a speed of 30 net words per minute, International Rules, for which the student receives a certificate in typewriting.

#### Course 4—Touch Typewriting—Part B

*Credit Value—1½ Points*

Transcription of letters, articles, legal forms, sermons, lectures, editorial matter, etc., timed transcription, increased repetition work, tabulating, addressing envelopes; addressing from cards and typewritten lists, folding of letters and papers, writing of form letters, billing, carbon copies, telegrams, copying from rough draft, etc. One week of every month is devoted entirely to rhythm, during which time are given exercises for accuracy and speed, strengthening weak fingers and shifting, alphabetical drills, alphabetical sentence drills, alphabetical sentence and paragraph drills, and double letter drills. All these exercises are for rhythm and are accompanied by music. Monthly typewriting speed tests are given and International Typewriting Rules govern the correction of these tests. This course contemplates a speed of 50 net words per minute for which the student receives a gold pin suitably inscribed.

#### Course 4—Touch Typewriting—Part C

*Credit Value—1½ Points*

Transcription of letters, articles, legal forms, etc., from shorthand notes. Increased amount of repetition work from all lines of business. The exercises and drills outlined in PART B are continued in PART C with increased emphasis placed upon accuracy and speed. This course contemplates a speed of 60 net words per minute, International Rules, for which students receive a card case certificate entitling them to membership in the Employment Department of the leading typewriter companies with offices in the various cities of the United States. Emphasis is placed upon the care of the machine and a complete mechanical demonstration is given by an experienced typewriter mechanic.

#### Course 5—Office Training—Part A

*Credit Value—1 Point*

The object of this course is to give the students of the Stenographic, Secretarial, Complete Business Course and Teacher Training Course actual office experience. The work consists of taking and transcribing, for mailing, letters, articles, advertisements and telegrams; accuracy in reading and typing from notes; the proper arrangement of letters on the page, the handling of correspondence, addressing envelopes, newspaper wrappers, and circulars from card files and from lists and the best methods of filing them; filling in names, addresses and salutations on form letters; cutting stencils and the use of the mimeograph; setting up letters on the multigraph and the use of the machine; folding, sealing and stamping letters; mailing packages, care of stationery, typewriters and other office machines; using the telephone and telegraph to best advantage; the proper way to telephone; how to call a number; how to answer the telephone; answering calls for your employer; how to write a telegram; office reference books; the city directory and how to use it; how to use the telephone directory; the United States postal guide; correct dress, office etiquette and deportment.

#### Course 5—Office Training—Part B

*Credit Value—1 Point*

The work in this department gives the student of the Commercial Department actual experience in handling the various departments of a large and well systematized office. The work embraces that of the stock clerk with perpetual inventory records, receiving and shipping of merchandise; that of the cashier handling cash receipts, customers' ledger and abstracts; that of the purchasing department in making purchases, handling purchase records; that of the commission and real estate department; consigning merchandise, that of the general bookkeeper in bringing the work of the various departments together in the general ledger, the closing of the books for a fiscal period, the preparation of statements of loss and gain and the accountant's working sheet. No textbook is used in this department, but the work is under the supervision of an expert office man and the transactions originate with the students in bookkeeping, PART D. This office also has correspondents in the principal cities of the United States and business is carried on by mail. The work in this department simulates that of the well organized business office and students may step from one to the other without any material change in methods.

#### Course 6—Business Arithmetic—Part A

*Credit Value—1 Point*

An effort is made to present the subject of Business Arithmetic in such a manner that a student shall be able to gain a knowledge of the principles governing business calculations together with speed and accuracy in the use of these principles. PART A is devoted to the reading and writing of numbers, drills in addition, subtraction, multiplication and division, and methods of proving calculations; rapid calculation

drills in aliquot parts and simple interest; common and decimal fractions treated interchangeably as they are used in business; preparation of pay rolls, sales reports; averaging, ratio and proportion, factoring, etc.

#### Course 6—Business Arithmetic—Part B

*Credit Value—1 Point*

This division takes up the subject of denominate numbers; involution and evolution; mensuration; practical measurements of painting, plastering, papering, carpeting, roofing, paving, book making, lumber, capacity; graphs; percentage; billing and trade discounts; profit and loss based on both the sale price and cost price of goods; manufacturing costs and profits; marking goods; commission and brokerage. Rapid calculation drills and instruction in short cuts are continued in this class.

#### Course 6—Business Arithmetic—Part C

##### MATHEMATICS OF ACCOUNTS

*Credit Value—1 Point*

This division deals with the mathematics of accounts. It includes such subjects as simple and accurate interest; annual and compound interest as related to sinking funds, annuities, bond calculations, real estate and insurance investments; bank and true discount; partial payments; property and income taxes; life and fire insurance; postal and savings banks; stocks and bonds; domestic and foreign exchange; United States customs; equations of accounts; cash balances; partnership adjustments; building and loan associations. Rapid calculation drills and short cut methods in business calculations are emphasized in all parts of this course.

#### Course 7—Business English

*Credit Value—1 Point*

Business English has been defined as, "The art of employing written English to arouse in others such feelings and ideas as shall cause action that results in business profit, and to do so with the least waste of time, effort, and money."

The main difference between Literary Composition and Business English is the purpose. In most forms of Literary Composition the writer endeavors to express his thoughts with clearness and precision for the purpose of giving information to or entertaining the reader. In Business English, however, the purpose is profit. Since Business English produces profit, it must not merely please or instruct the reader; it must cause him to think, it must make him respond.

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

The course consists of a practical study of the essentials of the subject; careful illustrations of the use of the sentence and the parts of speech; sentence structure through informal analysis; syntax; punctuation; discrimination of commonly misused words; methods of writing clearly.

#### Course 8—Business Correspondence

*Credit Value—1 Point*

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 the mere mechanical arrangement of a letter on a page. This course in correspondence is of immeasurable value to the young person about to enter business. It gives the student training and experience which other men have had to get, in many cases, at considerable expense if not actual loss.

The course is outlined as follows:

The form and mechanical make up of letters; folding and addressing; types of business letters, applications, recommendations, sales, collections, etc.; development of style, tone and individuality; telegrams; paragraphing; composition; enclosures; use of abbreviations and words; syllabication; titles.

#### Course 9—Spelling

*Credit Value—1 Point*

This course aims at the development of a more comprehensive business vocabulary through the study and use of common business words as well as the correct spelling of the words. The course includes pronunciation syllabication, definitions, synonyms, homonyms, abbreviations, capitalization, cities, states, countries, rivers and special business vocabularies.

One may be able to spell all the words orally from a difficult spelling book, but if he cannot spell them correctly in writing, his spelling is of no advantage to him. All spelling lessons, are, therefore, written.

#### Course 10—Penmanship—Part A

*Credit Value—1 Point*

This penmanship course is to develop an easy, legible hand-writing. The course includes movement drills; capital letter drills; small letter drills; figures; word and sentence writing. An easy and well controlled movement is essential to the development of proper shorthand speed, as well as rapid and accurate longhand, suitable for commercial work.



## Course 10—Penmanship—Part B

*Credit Value—1 Point*

Good penmanship is an accomplishment and a business asset. When filing a letter of application it is the personal representative of the applicant. It makes a good or bad impression according to its quality.

The advanced penmanship work embraces a review of the elementary exercises; a thorough study and practice of capital and small letter forms; word, sentence, and full page practice; figure drills, and a practical style of single stroke lettering.

## Course 10—Penmanship—Part C

*Credit Value—1 Point*

A course in professional writing, including business and ornamental penmanship, lettering and engraving. Recommended for teachers and others interested in this beautiful art.

Special Penmanship Certificates are issued to those qualifying in excellence and efficiency. Students desirous of continuing Penmanship work along artistic and engraving 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.

## Course 11—Salesmanship and Business Efficiency

*Credit Value—2 Points*

This course is planned for men and women who aspire to master the art of successful selling. Salesmanship and Business Efficiency is given under three headings:

**PERSONAL DEVELOPMENT AND CHARACTER ANALYSIS:** This embraces such subjects as the qualities of leadership, character building, value of time, mental analysis and human nature analysis.

**SALESMANSHIP:** Definition, laws of selling, approach, arousing interest, producing conviction, creating desire, closing the sale, sales psychology.

**MANAGEMENT:** Building sales organizations, analysis of management, planning, managerial strategy, branch organization management, selecting competent assistance and service.

## Course 12—Commercial Law

*Credit Value—1½ Points*

No one can be successful in business without a working knowledge of the fundamental laws governing business transactions. Our Commercial Law course is a complete study of correct business principles and customs and includes such subjects, as Property, Contracts, Sales of Personal Property, Agency, Negotiable Instruments, Guaranty and Suretyship, Bailment, Insurance, Real Estate, Fixtures, Partnerships, Corporations, Bankruptcy, Courts and their Jurisdiction.

## Course 13—Rapid Calculation

*Credit Value—½ Point*

Accuracy in all operations is the first consideration. The course includes rapid addition; short cuts, billing, discounts and interest; pay roll; aliquot parts; special methods of checking the accuracy of calculations. We recognize that the correct answer is essential in business and that time is the important factor.

## Course 14—Accountancy—Part A

*Credit Value—1 Point*

The work in this division relates to cost accounting. The principles of cost accounting applied in this division are those regarded as correct by practicing cost accountants. The work is intensely interesting because it shows the student how the manufacturer learns the cost of the product he sells through the proper distribution of overhead expense in connection with the materials and labor costs. The student becomes thoroughly familiar with such subjects as Cost Accounting, Methods of Costing, Elements of Cost, Raw Material, Labor, Manufacturing Expense, Machine Hour Rates, Accounts for a Manufacturing Business, Business Forms Books of Account, Distribution Sheet and Floor Plan, Schedules Accompanying Balance Sheet and Statement of the Business. Our graduates are successful because we teach them correct accounting principles and the best practice in their application. Our bookkeeping course throughout is approved by accountants and many of our graduates are now engaged as practicing accountants.

## Course 14—Accountancy—Part B

*Credit Value—4 Units*

This is an advanced course in Higher Accountancy, and the regular Business Course of 17 units or its equivalent is a prerequisite. It embraces such subjects as Accounting and Accountancy, the Accounting Process, the Balance Sheet, the Statement of Profit and Loss, The Trial Balance, Accounts, Accounting Records, Periodic Work, the Working Sheet, Sundry Accounting Methods, Accounting for Depreciation, Partnership Accounting, the Corporate Organization, Accounting for Capital Stock, Accounting for Dividends, Accounting for Affiliated Companies, Accounting for Securities Issued, Receivership Accounting, Cost Accounting and Accounting Terminology.

## Course 15—Auditing

*Credit Value—1 Point*

The course in Auditing embraces such subjects as Purposes and Advantages of an Audit, Qualifications of an Auditor, Responsibilities of an Auditor, Beginning an Audit, Value of an Audit, Kinds of Audits, Procedure in Auditing, How to End an Audit, the Auditor's Worksheet, the Auditor's Report, Statements, Comments and Certificates.

## Course 16—Income Tax Accounting

*Credit Value—1 Point*

This course includes such subjects as Income Tax Legislation, the Income Tax on Individuals, Reporting on Cash or Accrual Basis, Income Tax Working Sheet, Income Tax on Corporations, Returns for Corporations, and Consolidated Returns. Every phase of Income Tax Accounting is given careful consideration.

## Course 17—Business Administration

*Credit Value—1 Point*

The function of Business Administration is to control and direct business activities. This control and direction may be thought of as including three things: (1) the establishment of policies; (2) the planning and setting up of an organization for carrying out these policies, and (3) the operating or running of the organization which involves the establishment and enforcement of operating procedures.

This course deals with Business Administration as related to Organization; Purchasing and Marketing; Production and Finance; Standards and Records; relation between the employer and employee; Traffic, etc. These and many other subjects are considered in this course.

## Course 18—Methods

*Credit Value—2 Points*

This course deals primarily with organization of classes, checking of work, necessary record keeping, standards for classes and individuals, tests and how to use them and practical teaching experience.

## Course 19—Pace Courses

*Credit Value—15 Points*

The National Business College is the only Business College in Virginia, West Virginia, North Carolina, Kentucky, and Tennessee offering Pace Courses in Accountancy and Business Administration. The Pace Course constitutes a complete educational training in Accountancy, Business Administration, Finance and allied subjects. A complete set of texts is furnished for the course.

In addition there are approximately three hundred and eighty-four business accounting and legal problems. Model solutions are furnished the student for the business and accounting problems. Each class session in Accountancy and Business Administration is conducted in accordance with the outlines and instructions furnished by the accounting firm of Pace & Pace, New York City. This course leads to the C. P. A. degree in this and other States. It is given in six semesters, each complete within itself.

Write for special bulletin containing full outline of courses.

## Course 20—Machine Courses

The Modern Business office makes use of many office appliances and much of the work is done by machines. To those who wish to specialize in machine operation we offer the following:

Bank Posting.....	½ point
Mimeographing.....	½ point
Adding and Listing.....	½ point
Typewriting.....	3 points
Calculating Machine A.....	2 points
Calculating Machine B.....	2 points
Multigraphing.....	1 point

These courses contemplate a thorough mastery of the machine through practice by following a prescribed series of lessons. In this way a high degree of efficiency is acquired.

Students enrolling for machine courses are required to carry sufficient correlated subjects for seven points credit. All points are elective and any seven may be selected, thus permitting combinations to suit individual needs.

## Course 21—Lecture Course

This course consists of a number of lectures widely varied in subject matter including such topics as Advertising, Salesmanship, Banking, Credits, Finance, Business Ethics, Commercial Science and miscellaneous subjects of interest and profit. The discussions are given by speakers of note with a wealth of experience as a background for the practical and helpful information and advice they give.

In addition to the lectures, a series of musical programs is presented by the city's best talent and visiting artists. Besides the dollar-and-cents value of this course to the student in increased knowledge, efficiency and earning power, there is a cultural benefit, the value of which cannot be estimated. Such a course the National takes a just pride in offering as one of the exclusive features of its service in training young men to meet the increasing demand of business for its graduates.



# GRADUATE COURSES

## TUITION PAYABLE IN ADVANCE

*"True Economy Sometimes Calls for Courageous Spending as Well as 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 cost is forgotten.

### COMMERCIAL COURSE

*19 Points Required*

*Estimated Time, 8 to 10 Months*

No.	Subject	Parts	Points
1.	Bookkeeping	A B C D	5
4.	Typewriting	A	2
5.	Office Training	B	1
6.	Arithmetic and Mathematics of Accounts	A B C	3
7.	Business English	Complete	1
8.	Business Correspondence	Complete	1
10.	Penmanship	A B	2
9.	Spelling	Complete	1
12.	Commercial Law	Complete	2
13.	Rapid Calculation	Complete	½
*	Student Activity		½

Salesmanship and Business Efficiency may be substituted for Typewriting A.

Accounting A may be substituted for Office Training B.

Tuition by the month.....	\$ 20.00
Scholarship, good for eight months.....	145.00
Typewriting, good for course.....	10.00
Books for the Commercial Course about.....	19.80

Students buying an eight months' scholarship will be charged \$18.00 a month if additional time is required.

### BANKING COURSE

*19 Points Required*

*Estimated Time, 8 to 10 Months*

No.	Subject	Parts	Points
1.	Bookkeeping	A B D	4
2.	Banking and Finance	A B	2
4.	Typewriting	A	2
6.	Arithmetic and Mathematics of Accounts	A B C	3
7.	Business English	Complete	1
8.	Business Correspondence	Complete	1
9.	Spelling	Complete	1
10.	Penmanship	A B	2
12.	Commercial Law	Complete	2
13.	Rapid Calculation	Complete	½
*	Student Activity		½

Tuition by the month.....	\$ 20.00
Scholarship, good for eight months.....	145.00
Typewriting, good for course.....	10.00
Books for Banking Course about.....	25.30

Students buying an eight months' scholarship will be charged \$18.00 a month if additional time is required.

### STENOGRAPHIC COURSE

*19 Points Required*

*Estimated Time, 8 to 10 Months*

No.	Subject	Parts	Points
3.	Shorthand (Pitman or Gregg)	A B C D	9½
4.	Typewriting	A B	3½
5.	Office Training	A	1
7.	Business English	Complete	1
8.	Business Correspondence	Complete	1
9.	Spelling	Complete	1
10.	Penmanship	A	1
13.	Rapid Calculation	Complete	½
*	Student Activity		½

Typewriting C may be substituted for Shorthand D.

Tuition by the month.....	\$ 20.00
Scholarship, good for eight months.....	145.00
Books for the Shorthand and Typewriting Course about.....	11.70

Students buying an eight months' scholarship will be charged \$18.00 a month if additional time is required.

No extra charge for use of typewriter.

\*Some other work of equal value may be substituted for Student Activity.



# A MODERN EDUCATION IN BUSINESS

## COMPLETE BUSINESS COURSE

(FULL COMBINED)

*The Greatest Demand is for Graduates of  
This Course*

Points offered.....	38½
Points required for graduation.....	30
Points optional (see optional subjects below).....	8½

*Estimated Time, 14 to 18 Months*

### COURSES OFFERED

No.	Subject	Parts	Points
1.	Bookkeeping	A B C D	5
2.	Banking and Finance	A B	2
3.	Shorthand (Pitman or Gregg)	A B C D	9½
4.	Typewriting	A B C	5
5.	Office Training	A B	2
6.	Arithmetic and Mathematics of Accounts	A B C	3
7.	Business English	Complete	1
8.	Business Correspondence	Complete	1
9.	Spelling	Complete	1
10.	Penmanship	A B C	3
11.	Salesmanship and Business Efficiency	Complete	2
12.	Commercial Law	Complete	2
13.	Rapid Calculation	Complete	½
14.	Accounting	A	1
*	Student Activity		½
Total			38½

### OPTIONAL WORK

While a student may take all the work as outlined above if he so desires, he may elect to MAJOR in Shorthand or in Bookkeeping and not take more than 30 points required for graduation.

If a student elects to MAJOR in Shorthand, the following courses or parts of courses may be omitted if desired:

No.	Subject	Parts	Points
1.	Office Training	B	1
2.	Banking and Finance	A B	2
4.	Typewriting	C	1½
10.	Penmanship	C	1
11.	Salesmanship and Business Efficiency		2
14.	Accounting	A	1
Points Optional			8½

Or if a student elects to MAJOR in Bookkeeping, the following courses or parts of courses may be omitted if desired:

No.	Subject	Parts	Points
2.	Banking and Finance	A B	2
3.	Shorthand	D	1½
4.	Typewriting	C	1½
10.	Penmanship	C	1
11.	Salesmanship and Business Efficiency		2
Points Optional			8

We strongly recommend that one or all of the optional courses be taken when time will permit.

Tuition by the month.....	\$ 20.00
Scholarship, good for fourteen months.....	245.00
Books for this course cost about.....	24.85

Students buying a fourteen months' scholarship will be charged \$18.00 a month if additional time is required.

## SECRETARIAL COURSE

*24 Points Required*

*Estimated Time, 10 to 14 Months*

No.	Subject	Parts	Points
1.	Bookkeeping	A B	3
3.	Shorthand (Pitman or Gregg)	A B C D	9½
4.	Typewriting	A B	3½
5.	Office Training	A	1
6.	Arithmetic	A	1
7.	Business English	Complete	1
8.	Business Correspondence	Complete	1
9.	Spelling	Complete	1
10.	Penmanship	A B	2
13.	Rapid Calculation	Complete	½
*	Student Activity		½

Typewriting C may be substituted for Shorthand D.

Tuition by the month..... \$ 20.00

Scholarship, good for ten months..... 180.00

Books for this course cost about..... 17.50

Students buying a ten months' scholarship will be charged \$18.00 a month if additional time is required.

## ACCOUNTANCY AND BUSINESS

### ADMINISTRATION

*Training Junior and Senior Accountants*

*Coaching Applicants for the C. P. A. Degree*

*Preparing for Executive and Administrative  
Positions Open to High School Graduates Only*

*30 Points Required*

No.	Subject	Parts	Points
	Commercial course or its equivalent		
	Prerequisite		19
2.	Banking and Finance	A B	2
14.	Accounting	A B	5
15.	Auditing	Complete	1
16.	Income Tax Accounting	Complete	1
17.	Business Administration	Complete	2

Send for detailed Bulletin on Accountancy and Business Administration.

Tuition by the month..... \$ 20.00

Scholarship, good for eight months..... 140.00

Books for this course cost about..... 18.75

Students buying an eight months' scholarship will be charged \$18.00 a month if additional time is required.

## PACE HIGHER ACCOUNTANCY

*34 Points Required*

No.	Subject	Parts	Points
	Commercial Course or its equivalent		
	Prerequisite		19
19.	Theory of Accounts, Applied Economics, Organization and Finance		
	Accounting	A B C D E F	5
	Auditing	A B C D E F	5
	Law and Taxation	A B C D E F	5

Write for special bulletin showing complete outline of courses.

Tuition, each semester cash in advance..... \$ 45.00

Text materials semesters A B and C, each..... 7.00

Semesters D E and F, each..... 10.00

\*Some other work of equal value may be substituted for Student Activity.



## SALESMANSHIP COURSE

17 Points Required

Estimated Time, 6 to 8 Months

No.	Subject	Parts	Points
11.	Salesmanship and Business Efficiency	Complete	2
1.	Bookkeeping	A B	3
4.	Typewriting	A	2
6.	Arithmetic	A B	2
7.	Business English	Complete	1
8.	Business Correspondence	Complete	1
9.	Spelling	Complete	1
10.	Penmanship	A B	2
12.	Commercial Law	Complete	2
13.	Rapid Calculation	Complete	1/2
*	Student Activity		1/2

Send for special Bulletins on Salesmanship.

Tuition by the month.....	\$ 20.00
Scholarship, good for six months.....	110.00
Typewriting, good for course.....	10.00
Books for this course about.....	16.70

Students buying a six months' scholarship will be charged \$18.00 a month if additional time is required.

## TEACHER TRAINING COURSE

FOR COMMERCIAL DEPARTMENTS OF HIGH SCHOOLS AND COLLEGES

29 1/2 Points Required

Entrance Requirements, 4 Years High School  
Estimated Time, 12 to 14 Months

No.	Subject	Parts	Points
1.	Bookkeeping	A B C	4
3.	Shorthand (Pitman or Gregg)	A B C	8
4.	Typewriting	A B	3 1/2
5.	Office Training	B	1
6.	Arithmetic	A B C	3
7.	Business English	Complete	1
8.	Business Correspondence	Complete	1
9.	Spelling	Complete	1
10.	Penmanship	A B	2
12.	Law		2
13.	Rapid Calculation	Complete	1/2
18.	Methods	Complete	2
*	Student Activity		1/2

Tuition by the month.....	\$ 20.00
Scholarship, good for twelve months.....	210.00
Books for this course about.....	20.85

Students buying a ten months' scholarship will be charged \$18.00 a month if additional time is required.  
No extra charge for use of typewriter.

\*Some other work of equal value may be substituted for Student Activity.

# CIVIL SERVICE EMPLOYMENT

THERE are nearly always positions open for stenographers and bookkeepers who care for Civil Service employment. A government position may be held during the continued competency and good behavior of the employee, even though that be for a lifetime. Promotions are earned easily, and short working-hours provide excellent opportunities for spare-time study. This is particularly true in Washington where many colleges and universities offer courses that may be taken after office hours.

To young people who wish to work for the government, we recommend first of all that they secure such an education as will enable them to make high marks in an examination, for the beginning salary and the position to which the candidate is appointed depend pretty largely upon the examination, and, of course, since promotion is based upon efficiency, the well-trained employee will be rapidly advanced.

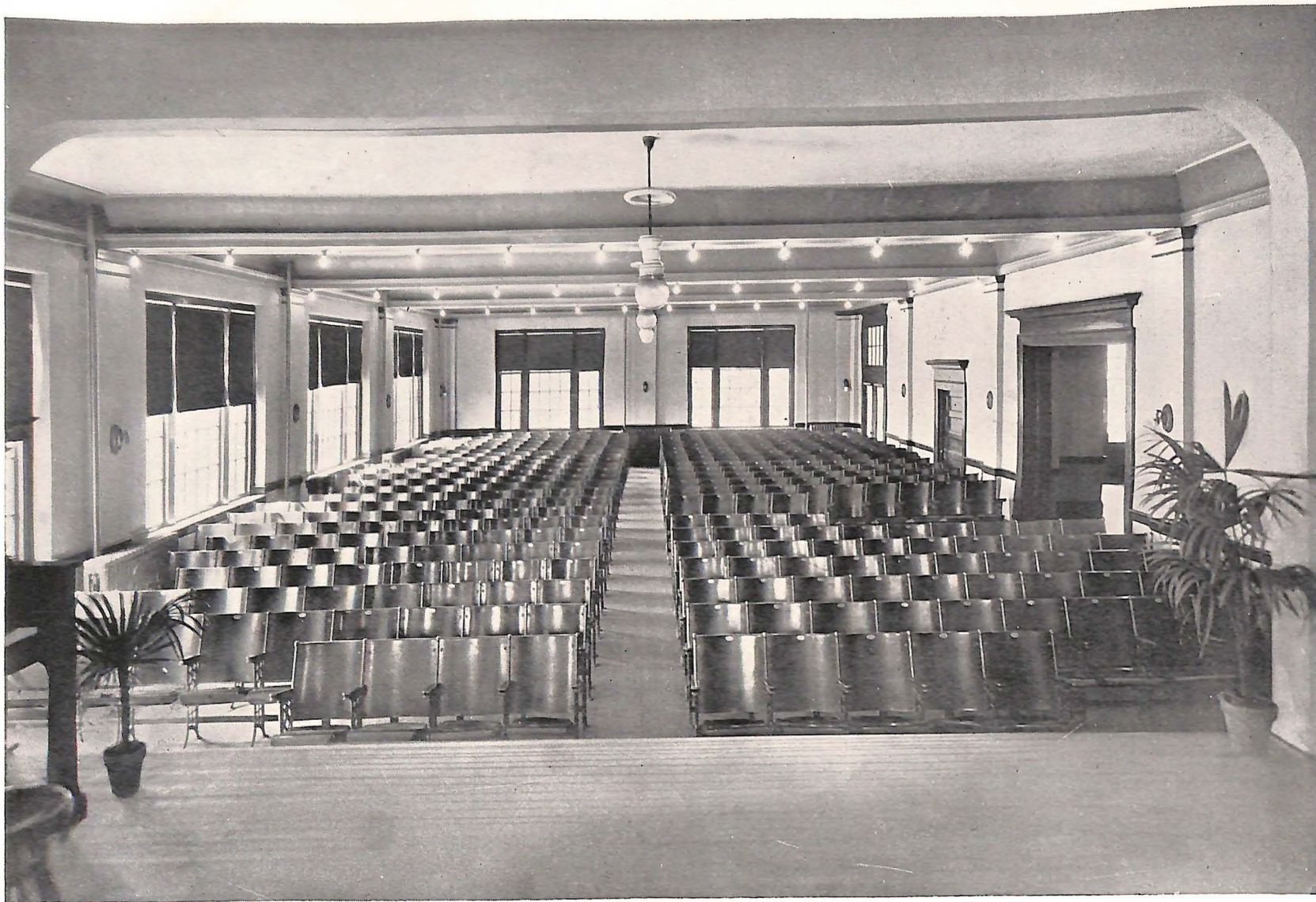
In the second place, we recommend thorough preparation so that the employee who may decide to change his occupation will be prepared to undertake other lines of service.

To students who wish to prepare for government positions, we offer special instruction in connection with our regular classes so that they may be fitted to pass examinations with high grades.



United States Capitol,  
Washington, D. C.





College Auditorium

*The spacious auditorium shown above is for the daily use of the students for Assembly, Lectures and Entertainments. Interesting addresses, lectures and entertainments are given during the year. Many students think this lecture course alone is worth more than the entire amount paid for tuition. We know of no other college offering the advantages of such an auditorium and daily free lecture course*



## GENERAL INFORMATION



*Roanoke's most spacious roof garden tops N. B. C. This favored spot is the scene of such social affairs as the Annual Watermelon Festival and the Hallowe'en Carnival*



*Above: Two views of the garden with skyline of city in background*



*Left: View of beautiful Elmwood Park showing City Library Building and Mill Mountain*

### WHO SHOULD ENTER?

**O**RDINARILY, 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. Even those with a very limited education can pursue the course with success due to the arrangement of curriculum and classes. If the pupil has the habit of study and is willing to learn, he can be taught by us though his actual education be extremely limited. We have those whose education has been neglected and also those who are college graduates. The grading is such as to give each of these classes every advantage for advancement, and no student is retarded in any way.

### WHEN TO ENTER

The regular Fall Session opens the first Tuesday in September. The Winter Session opens January 2-5. The regular Spring Session opens the first Monday in April and the Summer Session the second Monday in June. A great many teachers, high school and college students who are unable to attend the fall and winter sessions enroll during the spring and summer months. The school is in session the entire summer, enabling students who enroll for the spring and summer sessions to continue their course without interruption until graduation.

New students are received each Monday. Our plan of combining classes and personal instruction makes it possible to accommodate beginning students at any time. New classes are started in shorthand each Monday. The right time to start to school, we believe, is *now*.

### WHAT TIME IS REQUIRED?

It depends entirely upon the qualifications of the student as to the time required to complete a course. It depends upon his application to his lessons and power to grasp principles and explanations as set forth in the classroom. Every opportunity is afforded the student to make the greatest possible progress. On pages 31, 32 and 33 will be found an outline of courses with minimum time requirements.

### WHAT MONEY IS NEEDED?

Do not hesitate to start a course because of lack of sufficient funds 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. Money may be sent from home monthly as needed. Pupils may at all times deposit money or valuables in the College safe and withdraw it when desired.

### SHOULD MONEY BE BORROWED?

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.

### WHERE DO I SECURE BOOKS?

The books and other stationery are kept in the College Book Store. The cost of these may be found in the outline of courses elsewhere in this catalog. The textbooks used in the National have been very carefully selected for their accuracy and completeness and will become valuable reference books after the students leave school.

### WHAT TO DO UPON ARRIVAL?

Students intending to enter the College should always notify M. A. Smythe, Vice-President and General Manager. This should be done a few days in advance, stating on what train they will arrive. Mr. Smythe will then meet them at the station. If he fails to identify them, they should report to the Travelers' Aid office in the station. Students arriving



during the day should report at once to the College office. If at night and no other arrangements have been made by the student for his or her accommodation, special arrangements have been made by the College with Hotel Patrick Henry. This is one of the finest hotels in the South and the student should report to this hotel stating that he is a prospective student of the National.

#### WHERE DO STUDENTS BOARD?

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 forty-three 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 \$30.00 a month in a private family, and in many cases where students have been boarding for years.

#### IS YOUR SCHOOL ACCREDITED?

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 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.

#### UNDER WHAT DISCIPLINE WILL I BE PLACED?

Pupils are admitted to the 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. The discipline is kind but firm, and is in charge of the National Council of Standards.

#### IS HOME STUDY REQUIRED?

One reason students at the Roanoke National Business College accomplish so much in such a limited time is due to 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 the following morning.

#### IS THERE INDIVIDUAL SUPERVISION OF WORK?

Each and every student's work is carefully supervised,



*Young men secure board and room in some of Roanoke's most select homes*



*College Office—Bookkeeper and Cashier*

examined, criticized 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.

#### WHEN ARE EXAMINATIONS HELD?

Most examinations are held on Saturday to avoid conflicting in any way with the regular schedule of classes. The building is also open on Saturdays until noon for the convenience of students who prefer to study at their school desks rather than at home.

#### ARE REGULAR REPORTS SENT HOME?

A complete record is kept of each student, showing his attendance, effort and progress in branches pursued, studies completed, and general deportment. This report is mailed to parents or guardian each month.

#### DO YOU OFFER 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 that have been poorly trained. 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. All of our courses are planned to give the student an education that will be valuable to him as long as he lives. 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. Certificates are issued as each unit of work is completed.

#### DO YOU HAVE AN EMPLOYMENT DEPARTMENT?

The Employment Bureau of the National Business



## OFFERED THROUGH MODERN BUSINESS COURSES

College is an active organization. It is the purpose of this bureau to bring together the right candidate for a position and the right position. Manifestly, such a department must be managed with care and wisdom.

In locating graduates and competent undergraduates we give special consideration to the question of whether the employee is being put into a position for which his training and personality qualify him, and in which he may expect to work out a worth-while career. We do not expect our young people to remain employees. We intend so to train them as to give them a foundation upon which to build broadly—the type of training that will qualify them to grow into executives and proprietors.

This department has adequate employment facilities in this and adjoining cities. The manager of this department has spent many years fitting the right applicant into the right place. He has been so successful in this that many employers leave their selection entirely to his judgment.

We not only locate our graduates in our own vicinity but at distant points. We give the same care to the maintenance of our Employment Bureau that we do to every other department of our school, and students may join us with the complete assurance that their interests will be identical with ours, both while they are in school and after they have been introduced to the business community.

What business needs and wants is more competent, earnest young men and women to take the beginning places in the commercial world and to advance into executive positions.

### ARE VISITORS ALLOWED?

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.

### DO YOU HAVE LECTURES AND ENTERTAINMENTS?

One of the most outstanding characteristics of the National Business College is the annual series of lectures and entertainments given the students daily in the spacious auditorium. Many of these lectures are by men and women of national and international reputation. Practically every phase of human thought and activity is touched upon during the school year. Among these may be mentioned Economics, Religion, Psychology, Political Science, International Relations, Social Hygiene and Health. In addition to these instructive lectures and addresses, many musical and dramatic entertainments are presented by the best talent that our city affords.

### DO YOU FORMALLY GRADUATE STUDENTS?

All students finishing any of our courses are graduated at



*Some of the best residential streets in the city*

*where a large number of our young ladies board and room*

the assembly exercises. There is hardly a week that passes that we do not have a graduating class of from one to fifteen. If the young people and their parents could realize the great importance of completing a course, there would be many more successful men and women in the world. The demand today is for thoroughly and efficiently trained business assistants. The partially prepared or half-prepared are not wanted.

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 to a greater success. 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 secure your diploma, which is your credential that your work has been thorough and complete.

### DO YOU ISSUE DIPLOMAS AND DEGREES?

A handsome diploma is issued to students satisfactorily completing either of the following courses: Commercial, Banking, Secretarial, Stenographic, Complete Business, Salesmanship, Teacher Training, and Higher Accountancy and Business Administration. 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 Complete Business 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.

A student averaging less than one point a month and completing the prescribed course will be graduated after six months' satisfactory employment.

### DO YOU HAVE POSTGRADUATE WORK?

Many students who have been 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. Our regular diploma will be issued to postgraduate students provided they spend at least three months in our school and pass our examinations.

### IS TUITION TRANSFERABLE?

The applicant, in the event of the acceptance of his or her application for enrollment, agrees to pay the schedule charges as outlined in this catalog, or as agreed upon at the time of enrollment.

It is understood that registration results in the assignment of a class place, that the engagement of teachers and other provisions for the management of the school are contracted for in advance, and that there will be no refund or transfer of tuition or text material charges, except in the 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 or guardian.

### IS THERE AN EXTENSION FOR SICKNESS?

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. Permits for such absences must be secured at the College office in advance.

### MAY GRADUATES RETURN FOR REVIEW WORK?

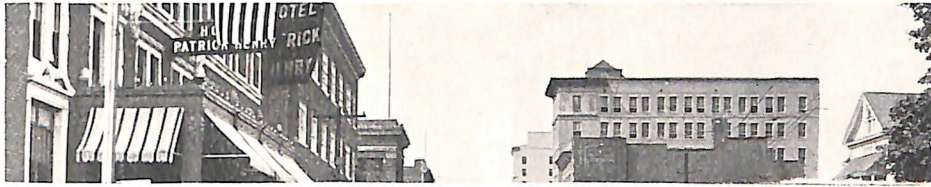
We extend to all graduates the privilege of returning to the school at any time for review work in their respective courses, or to continue their practice beyond minimum graduation requirements entirely free of charge.





*Roanoke lies in a natural amphitheatre between ranges of the Blue Ridge and the Alleghany Mountains*





## ROANOKE, VIRGINIA, WELCOMES YOU



**W**HEN YOU have decided to attend the Roanoke National Business College, you arrive in the city of Roanoke over the Norfolk and Western Railway, the Virginian Railway, by motor bus or in your own automobile. Whether by railroad or by any of the splendid highways that feed into the city, you realize before you actually arrive in the city that you are entering a land of opportunity.

Having notified the authorities of The Roanoke National Business College regarding your arrival, the interest of the college in you and your welfare functions immediately. You will be met if you so desire and shown immediately to one of the modern hotels of which the city boasts, or taken to your boarding home.

You will find the home of the Roanoke National Business College situated in the heart of the city on the corner of Jefferson Street and Franklin Road. City street cars go by the door, and adjoining the college building is the Hotel Patrick Henry, one of the finest hotels in the State of Virginia.

After comfortably settling yourself in your new home, you most naturally wish to see the city in which you are going to live.

You will find that Roanoke is a young city in an old State. The city only forty-five years of age in the oldest State in the country. But Roanoke is of all the new and all the old cities in the South, the most wonderful. It has long been styled one of the most progressive in the State of Virginia and termed the "Magic City" because of the apparent magic it has displayed in its building. You will find a city

situated ideally in the valley of the Roanoke River and completely surrounded by mountains. The city is not only a beautiful one in its natural setting, but a most healthful one as well. Its breezes are from the majestic ranges of the Alleghanies on the west and the Blue Ridge famous in song and story on the east. Its water supply is furnished from a natural spring flowing five million gallons a day, situated in the corporate limits of the city and which you may visit at your leisure.

Growth is a habit in Roanoke and in 1927, the city had doubled its population in a period of seventeen years. You will find in the city of Roanoke all that is desired for a growing community, and at the same time a cosmopolitan air that makes living a pleasure. You will find:

Industries that employ 18,518 workers whose annual income is \$24,747,086.

A manufacturing output valued at \$68,490,549 annually.

Headquarters for the Norfolk and Western Railway and the most important city on the line of the Virginian Railway.

A city situated a thousand feet above sea level, high enough to escape the humidity of lowlands during summer months and far enough south to enjoy comparatively mild winters.

Five well-equipped public service companies supplying the city with gas, electricity, water, telephone, and transportation facilities.

A city of beautiful homes, sweeping lawns, and gorgeous natural foliage.



*Hotel Patrick Henry*



*Water power ample for all industrial needs*



## A MODERN EDUCATION IN BUSINESS



*Recreation at one of the South's most delightful amusement resorts*



*Hotel Roanoke*

A city with no slum tenements and one with a high birth rate of 31.5 and a death rate of only 13.4.

A city with twelve hotels for white people, outstanding among them being the recently built Hotel Patrick Henry to which a large addition is now being added, the Hotel Roanoke sitting in vast acres of natural woodland and the Ponce de Leon located, as are the others, in the very heart of the city.

Most adequate Y. M. C. A. building and equipment and a new and most modern Y. W. C. A. home, building, cafeteria, etc.

A city in which there are sixty-six churches of every denomination.

In the city there are six commercial banks, three trust companies and five building and loan associations with bank resources exceeding forty million dollars.

Industries in the city numbering among others twine mills, public warehouses, can manufacturing, foundries, bridge and structural steel, hardware, lumber, artificial silk, furniture, etc.

An auditorium and armory accommodating the largest conventions and exhibits.

An up-to-date public school system with twenty colleges also within a radius of ninety miles.

Health building parks and one of the largest inland

bathing pools and beaches in the South, surrounded with an up-to-date amusement park and facilities.

Outstanding theatres and vaudeville houses.

Modern department stores and specialty shops.

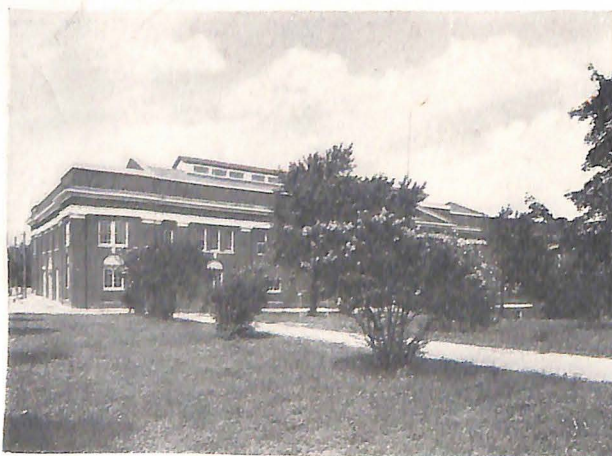
A city that is the gateway through which the greater portion of the output of the coal mines, iron mines, and timber industries of Virginia and West Virginia passes to the markets of the world.

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 in the city and the suburbs are the wonder of visitors who inspect them.

A city that offers advantages to young people not approached by old established cities, where few changes are taking place and most of the positions are and have been filled for years by friends and relatives of members of the various firms. It is a young man's town—a town for young people.

A city that is considered the most wide-awake 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 and young woman.

It is the home of the Roanoke National Business College.



*An auditorium and armory to accommodate the largest conventions and exhibits*



*Health building parks for a growing city*



IN A MODERN BUSINESS CITY



*Roanoke has six commercial banks, three trust companies and five building associations. Bank resources exceed forty million dollars*





H.C. STAFFORD



EMMA HAGER



R.H. MURRAY



RALPH FRALIN



G. R. GLASS



R. B. TRAVIS



A. J. WILLIAMSON



J. WALTER WAYLAND

## PAST PRESIDENTS OF THE NATIONAL COUNCIL OF STANDARDS

THIS COUNCIL is elected by the Associated Students of the National Business College. It is the governing board of the student body. The student activities, student government, honor system, college publications, etc., come directly under its supervision. Election to this council is the highest honor within the gift of the student body.

### Presidents

H. C. STAFFORD  
EMMA HAGER  
R. H. MURRAY  
RALPH FRALIN

G. R. GLASS  
R. B. TRAVIS  
A. J. WILLIAMSON  
J. WALTER WAYLAND

### Vice-Presidents

EFFIE E. SESLER  
EDWARD REYNOLDS  
E. W. WILLIAMS  
R. V. FRALIN  
H. L. SCOTT  
C. C. STANLEY  
BETSY DARK  
R. B. WORRELL

W. W. CAMPBELL  
NEVYN RANKIN  
MARY T. ALLEY  
DEE H. CRAUN  
FRANK THORNTON  
HOWARD COLLINS  
JOHN CASSEL  
O. D. GARDNER

### Secretaries

EMMA HAGER  
JESSIE CAMDEN  
DOROTHY COULTER  
DORRIT MAUST  
L. EDWIN WARD  
WARD MEYERHOEFFER  
HELEN CARTER  
T. R. RORRER  
BETSY DARK

B. H. CONNER  
LEON JOHNSON  
J. WARREN GRAHAM  
PAULINE LIKINS  
MAY CHILDRESS  
HARTLEY MAYS  
VELMA BIEDLER  
MARY KINZIE  
LEON OAKES

### Treasurers

NEVYN RANKIN  
CHARLIE DILLON, JR.

LOUIS HICKS  
MARY KINZIE  
ROY RECTOR

### Council Members

A. G. ROACH  
JAMES BLOUNT  
LENNA ORR  
MABEL RICHARDSON  
FANNIE VINCENT  
W. L. BRYANT  
H. S. BAILEY  
W. H. AYERS  
H. C. TURNER  
EDGAR REYNOLDS  
LOUIS KENNARD

C. W. WILLIAMS  
RUTH HITE  
L. C. CARTER  
DOYLE BLAIR  
CLARISSE SHEPPARD  
PERRY MELTON  
FRANK MURPHY  
E. M. BROWN  
J. S. REMENAK  
ANNIE BUCHANAN  
W. B. KINCAID

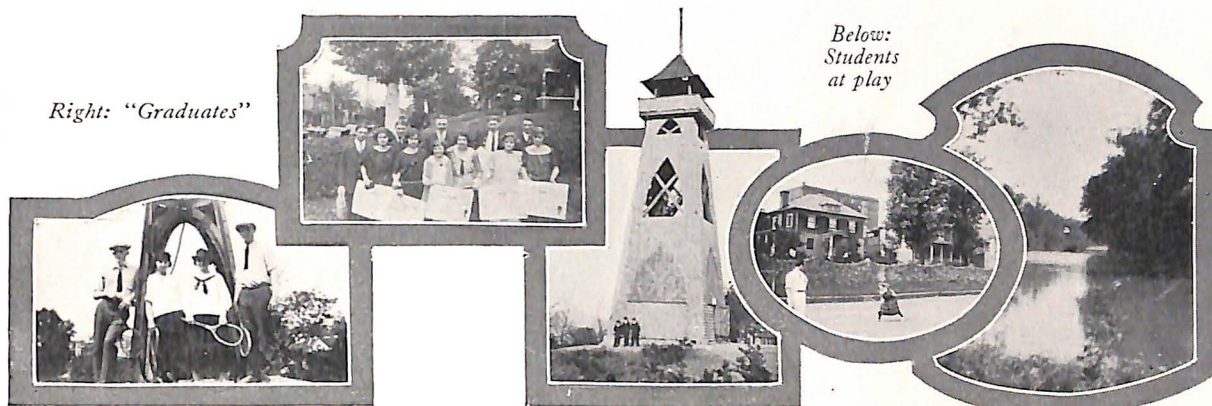
FRANCES SHREVE  
FRED REYNOLDS  
RUTH GUNTNER  
JOHN SHEFFIELD  
ARTHUR HALLATT  
DOROTHY SMYTHE  
J. J. DUNCAN  
PAULINE CREWS  
MARGARET HUGHES  
VIRGINIA HALEY

HURXAL DUNCAN  
REPP H. LAMBERT  
WALTER DAY  
A. D. TIPPETT  
EDGAR WINSTEAD  
NITA PUCKETT  
GLADYS HINES  
DOROTHY DILLON  
G. E. CRABTREE  
MARY DAVIS

MERLE EPPERLY  
RUBY HALE  
W. S. SAUNDERS  
IRENE TROUT  
C. R. HAGA  
BARNETTE HALEY  
LENROY ASBURY  
W. L. WILLIAMSON  
SAM WILKINSON  
R. B. RADER



*Right: "Graduates"*



*Below:  
Students  
at play*

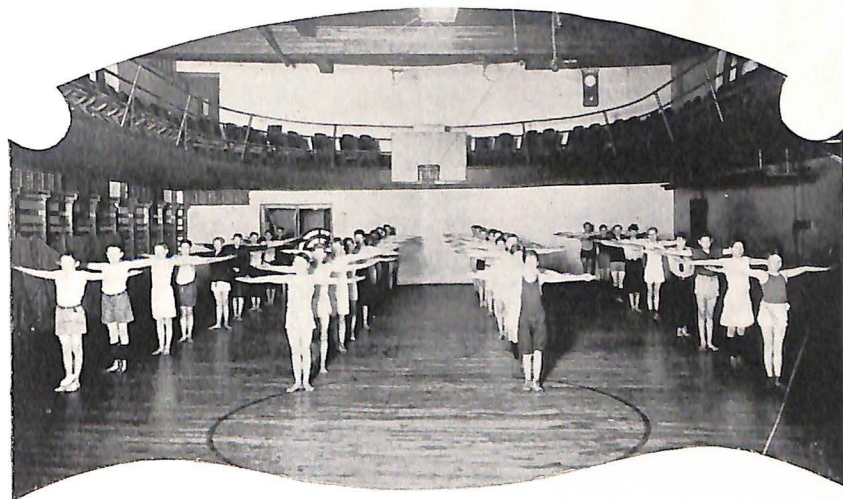
*"Off for a game"*

*At the top of Mill Mountain*

*Scene near Roanoke*

## THE STUDENTS

IT IS THE POLICY of the Roanoke National Business College to encourage all student activities designed for the promotion of student welfare and the advancement of college life. The activities found here help care for the social, spiritual and physical needs of the students just as amply and efficiently as the school itself meets its mental requirements. You will find in the following pages the various activities and a view of the pleasant and healthful work and environment you will encounter among the students with whom you will make your future home. Each student enrolling pays a membership fee of \$2.00 to the Associated Students for the promotion of their work.

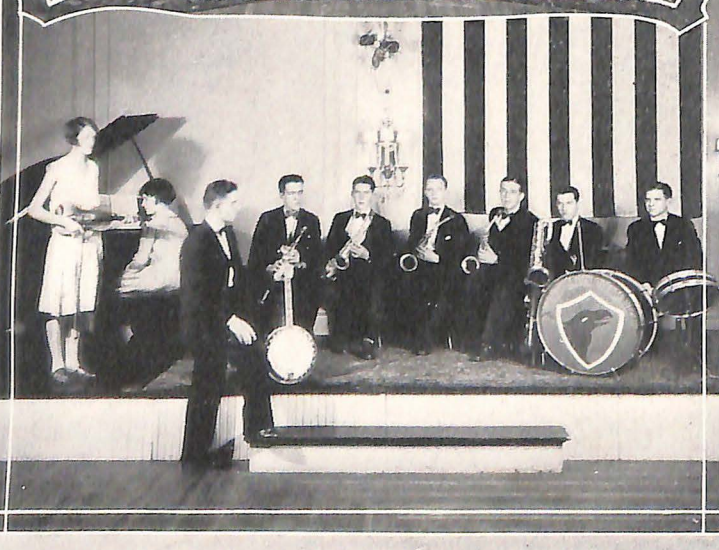
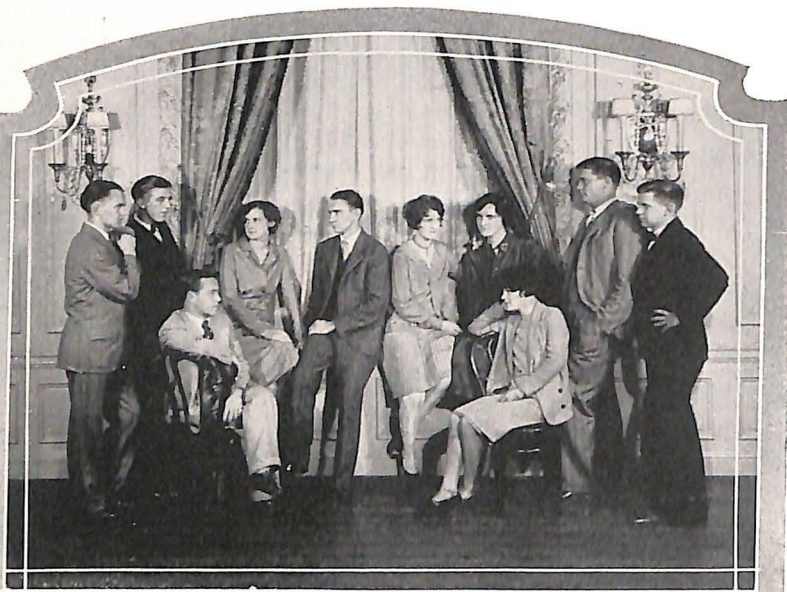


STUDENT GROUPS  
STUDENT ORGANIZATIONS  
STUDENT ATHLETICS  
GRADUATES



## Student Activities

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



### Athletic Council

ROY MINNICH, President  
LOUISE WEBSTER, Recording Secretary  
LENON OAKES, Corresponding Secretary  
LENROY ASBURY, Business Manager  
GARNETT KELLY  
EILER YANCEY, Vice-President  
RUBY JONES  
MARY KINZIE  
LUTHER BLAIR  
BARNETTE HALEY

### National News Staff

O. D. GARDNER  
MAE COCHRAN  
LULU MAE MARTIN  
RUTH MARTIN  
GARNETT KELLY  
J. G. SHAVER  
KATHRYN SHEPHERD  
W. WARD REYNOLDS  
J. WALTER WAYLAND  
JAMES L. PROFFITT  
RUSSELL HELMS  
EMORY HICKS  
RUBY PEARMAN  
LENON OAKES  
MARY KINZIE  
JOSIE PEARSON  
LOUISE WEBSTER

### National Collegians

CORA TURNER  
MABEL VASS  
LATTI WILLIAMSON  
BILL MUSE  
WILLIAM J. WILLIAMS  
CECIL TABOR  
LENROY ASBURY  
ROY RECTOR  
BARNETTE HALEY





*Girls' BCY Club. This club has a high scholastic standard as a membership requirement*

## Clubs

Clubs organized in the College must have a definitely planned program approved by the National Council of Standards before becoming a recognized student activity.

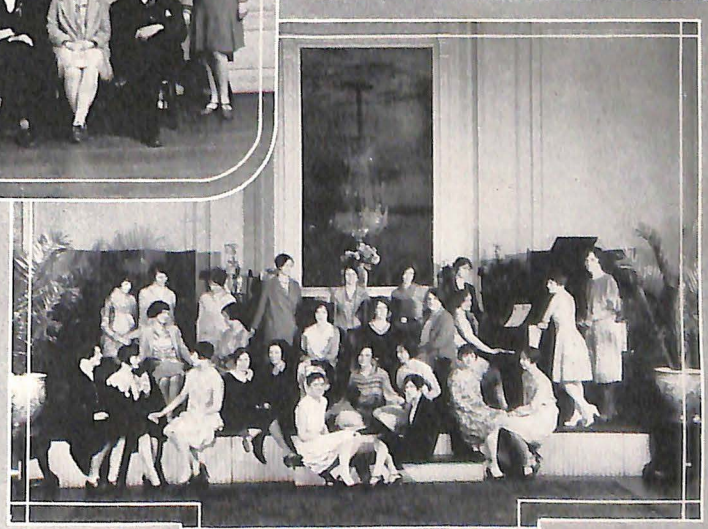


*National Literary Club*



*Above: National Literary Club*

*Right: Girls' BCY Club, winners of the Y. W. C. A. Loving Cup*





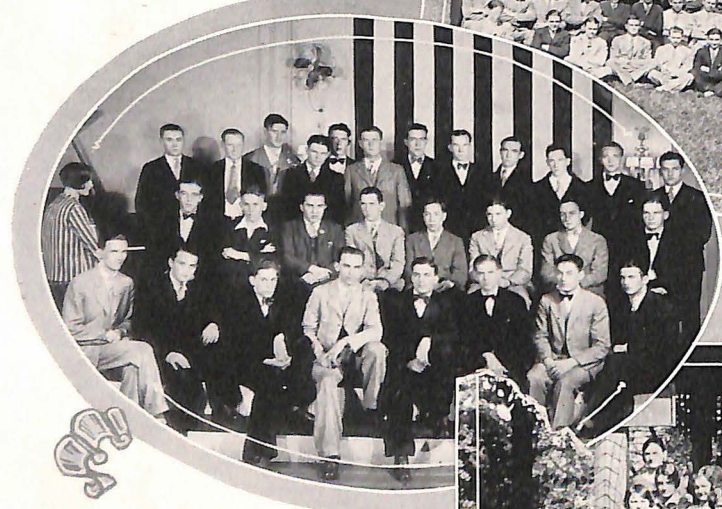
## Physical Education

Through a special co-operative arrangement with the Y. M. C. A. and Y. W. C. A., regular classes are maintained exclusively for our young men and women. There are excellent classes in gymnastics, calisthenics, swimming, etc. Basket ball and other games are fully indulged in and the Roanoke National teams have brought many honors to the College.



*Above: Phi Kappa Nu Fraternity*

*Right: Boys' "Y" Class*



*Above: Glee Club*

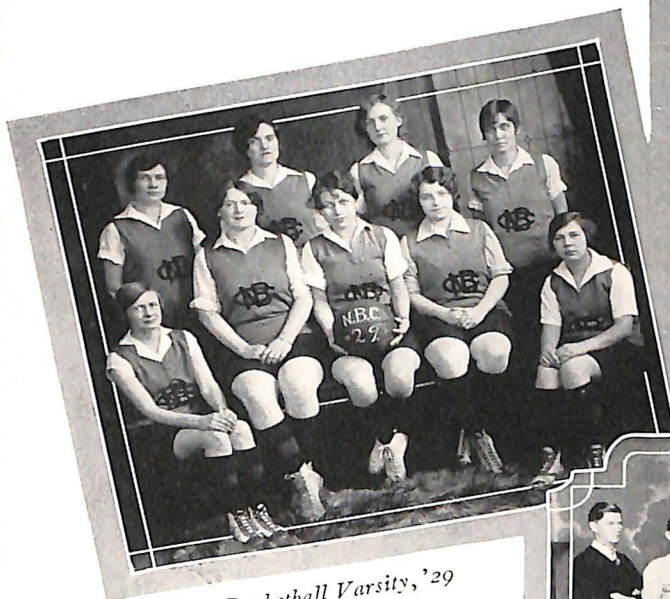
*Right: Girls' "Y" Class*





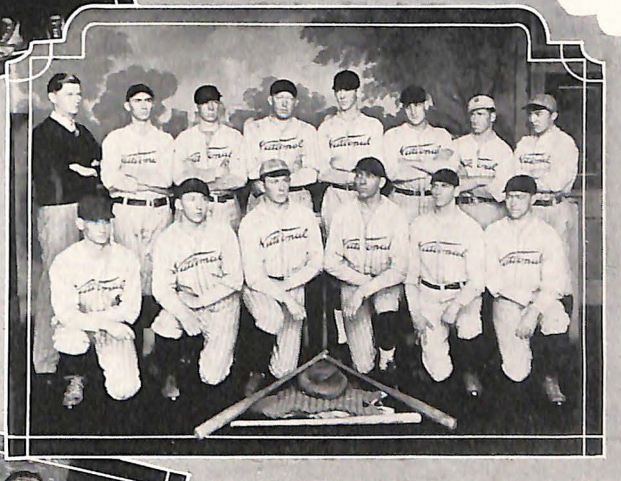
# *Athletics*

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.

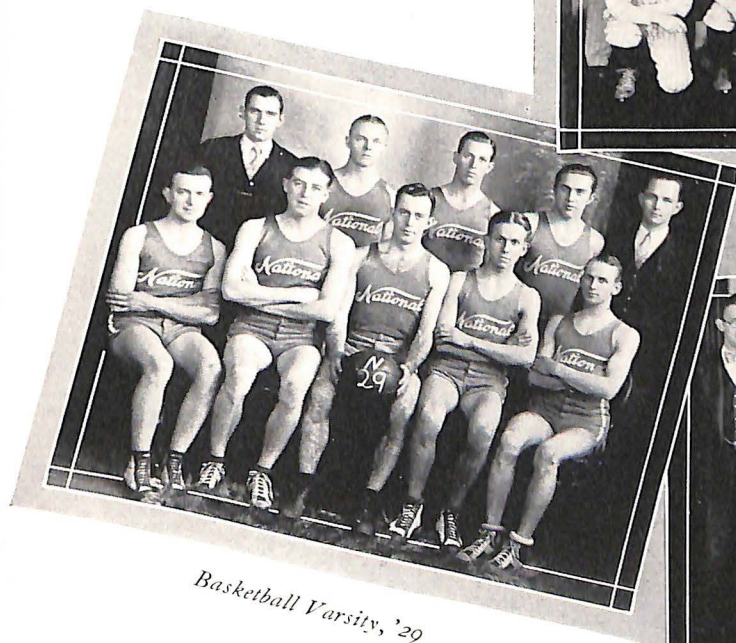


*Basketball Varsity, '29*

*Baseball Varsity*



*Basketball Varsity, '28*



*Basketball Varsity, '29*





*Business Executives  
in the Making*



*North Carolina sends this fine bunch of Tar Heels  
to N. B. C.*



*Southwest Virginia, Inc., is well represented by  
this splendid group*



*Clinch Valley. Sturdy, dependable students from  
an important section of the "Mountain Empire"*



*The Shenandoah Valley has more than pretty  
scenery—good business executives are produced  
there. They are nationally trained, of course*

*Right: These are our West Virginians. They are  
pacemakers, too*





## WITH TIME FOR STUDENT ACTIVITIES

*Below: Postgraduates in Commerce. Graduates and undergraduates of commercial science in other schools who came to the National to complete their training. National graduates are finished products*



*Advocates of higher education endorse graduate work in the National. The presence of these young men and women of college training speaks their approval of N. B. C. instruction*



*Above: After a varied business experience, these young men and women entered National for business training*



*Above: A school experience covering one to four years of college education prompted this splendid group to choose business as a career. The same sound reasoning led to the selection of N. B. C. for their training*

### *Eleven States Represented in the Student Body*

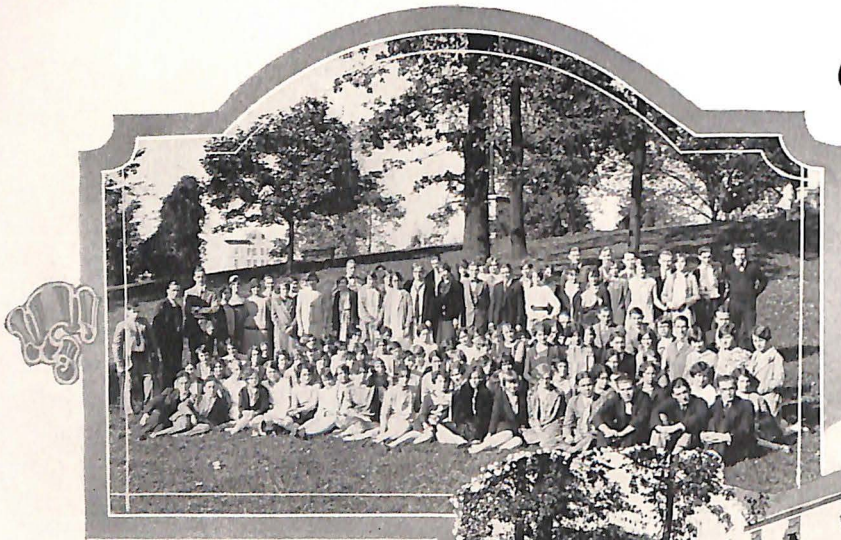
That the National's distinction of being the South's Leading Commercial College is by no means an imaginary or advertising title is shown by its country-wide recognition.

For the present session, students were attracted from eleven different States. Florida, Tennessee, Maryland, District of Columbia, South Carolina, Montana, New York, Kentucky, North Carolina, West Virginia and Virginia—all sent sons and daughters to N. B. C. for their commercial education.



## Class Organizations

Groups represent less than one-half of the annual membership.



*Secretarial Department. A secretaryship is the first step on the shortest route to a presidency*



*Above: The Shorthand Department poses for the camera. In Shorthand these industrious writers have found the key to the gateway of opportunity and the highway to success*

*Above: Salesmanship and Personal Efficiency. One of the outstanding class organizations of the College*

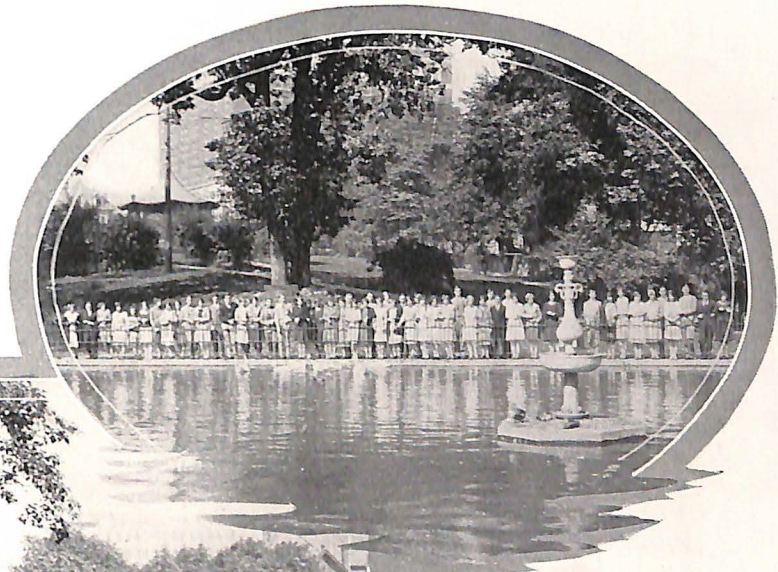
*Right: Honor Graduates in Business. Do it thoroughly is the belief of this progressive group, so they enrolled for the complete business course*





## Class Organizations

The Department of Banking and Finance.—Future financiers master the principles of banking by doing banking in a real bank at National.



*Gregg Shorthand*



*Above: Banking and Finance*

*Right: Commercial Typists*



*The Commercial Departments have their picture made, too. These trustworthy accountants prepare for coming prosperity in the South's Leading Commercial College*



# A MODERN EDUCATION IN BUSINESS



Above, left: Pittsylvania County  
Above, right: Bedford County



Above: Wise County  
Below: Patrick County



## Alleghany County (Above)

W. L. WILLIAMSON	VIRGINIA RAINES
ELIZABETH LOWRY	MARIE CARTER
IRA PAYNE	*EDNA HEPLER
DELLA COOK	*JEROME PAYNE
RAYMOND COOK	

## Pittsylvania County

RUEBEN ROLAND	ELMER LYNKEY
BRADFORD HOOK	LYDIA WELLS
C. G. WILLIAMS	LENON OAKES
CLYDE OAKES	WARD REYNOLDS
LAURA STONE	LUTHER BLAIR
GLADYS BENNETT	*MRS. NANNY SUE MURRAY
RUTH COCKE	*MARY LYNKEY
PANSY MIDKIFF	

## Bedford County

ELIZABETH BURKS	ELIZABETH SPRADLIN
MARY PRICE	ELIZABETH CARTER
DELLA PADGETT	*JOHN GRAYBILL
KATHERINE GEERING	

## Wise County

LOUISE OSBORNE	HORACE McCARTY
M. A. SMYTHE	MILDRED BOGGS
EMORY HICKS	*LELIA BEVERLY
BLANCHE MULLINS	*WOODROW LAY
ROBERT CARICO	*VICEY CATRON
CLARENCE MINTON	

## Patrick County

SAMMIE TOMPSON	RUSSELL HELMS
ILENE TUGGLE	VIRGINIA TURNER
CORA TURNER	*VERNIE RORRER

\* Not in picture



## County Clubs

The National's popularity is built on the merit of forty-three years' successful service in the Old Dominion.



*Rockingham County (Above Left)*

JACOB DOFFLEMYER  
WALTER WAYLAND  
OLIN SANGER  
J. G. SHAVER  
E. D. OTT, JR.  
WARREN KIRACOFE  
EILER YANCEY

R. LEE RANDALL  
LOUISE MACOMB  
VELMA BIEDLER  
J. T. FUNKHOUSER  
\*H. E. RHODES  
\*RALPH E. AREY  
\*MARSHALL ALEXANDER



*Botetourt County (Above Right)*

HUGH HOUSMAN  
R. B. RADER  
BRUCE HARNSBERGER  
CLAUDINE VOIT  
FRED DUNCAN  
GLENN YOUNG  
JANIE OBENSHAIN  
BEULAH FERRELL  
LANDELLA RIDDLEBARGER  
ELIZABETH NOFSINGER

ELVA HILL  
JANE OSBORNE  
ELELEDA REID  
\*GEORGE W. BREEDEN  
\*CLARENCE MILTON  
\*J. EVERETTE AUSTIN  
\*MARIE CRONISE  
\*JACK WILLIAMSON  
\*A. R. BOLTON



*McDowell County, W. Va. (Center Right)*

ROY RECTOR  
JOSEPH SEVILLA  
FRED LOWE  
W. J. WILLIAMS  
CECIL TABOR  
FLOYD JONES  
CHARLES WRIGHT

BENNY KATZEN  
THELMA SADLER  
LETHA WALLACE  
GLADYS JUSTICE  
CHARLIE TAYLOR  
\*MALCOLM LEE EDDINS

\* Not in picture.

*Right: Roanoke believes in the National.  
This group of Roanokers is evidence for the  
assertion*





## High School Clubs

*A few of the many groups in the National family  
that are upholding the traditions of their  
High Schools*

### Salem High School (Left)

DOROTHY JONES  
CUSTIS BOWER  
VINCENT MOORE  
ALVIN TAYLOR  
MAMIE KELLNER  
MARGIE LITTLE  
BLANCHE CLAYTOR

KATHRYN SHEPHERD  
EVANGELINE TAYLOR  
PEARL BROWN  
ARTHUR MORAN  
CECIL MAXEY  
RAY CALDWELL



### Harrisonburg High School (Above)

VELMA BIEDLER  
WARREN KIRACOFF  
E. D. OTT, JR.

WALTER WAYLAND  
J. G. SHAVER

### Jefferson High School (Center Left)

J. W. CRAIG  
HERBERT REDDEN  
MITCHELL WILLIAMSON  
RALPH FORBES  
T. Y. HOUGHINS, JR.  
MASTON MOORMAN  
GRACE COVINGTON  
HAROLD KING  
A. G. CROSBY  
VIOLET CONLEY  
JOSIE PEARSON  
MARY ELIZABETH BRUNER  
RUTH MARTIN  
GUSSIE CUNDIFF  
ORA TINNELL  
EVELYN STEWART  
DOROTHY CRAWFORD  
HELEN ASHWELL  
VIRGINIA PETTY

TABBA REYNOLDS  
JENNIE SPENCER  
EULALIA DILLON  
PAULINE TINNELL  
GLADYS ROBERTSON  
GERTRUDE DAVIS  
LEONA MARKHAM  
ELIZABETH WAGNER  
THELMA SCHURMAN  
VIRGINIA IKENBERRY  
GLADYS DILLON  
O'DELL BLANKENSHIP  
MERRILL AYERS  
THELMA CANNADAY  
NELL HARRIS  
MARY DAVIS  
LUCY PAYNE  
ELIZABETH BRITAIN  
LUCILLE RHODES

### Vinton High School (Left)

CORNELIA MAHONE  
CLARA THOMASON  
BILL MUSE  
HARRY SPRADLIN  
CONSTANCE UPSON

HORTENSE SHORT  
AUDRA WRIGHT  
JESSIE LOGAN  
MELVILLE MEADOR







*Campbell County*



*Floyd County (Above)*

CARLOS CARR  
RALPH HUNGATE  
O. D. GARDNER

RAYMOND GARDNER  
LUTHER MARSHALL  
McCLURE PHLEGAR

*Montgomery County (Top Left)*

ROY FAUST  
PAULINE LIKINS  
JAMES L. PROFFITT  
LEORA NOLLEY  
R. O. MCNIEL  
RUBY JONES  
ALVA J. WILLIAMSON  
VIRGINIA INGLES

PEARL BROWN  
HUGH SISSON  
\*LYDA HUFF  
\*VIRGINIA KATHERINE SHOWALTER  
\*LOIS BANKS  
\*HELEN CASSELL PAGE  
\*BLANCHE ELIZABETH JONES

*Campbell County*

EDNA HOLLAND  
RUBY GIBSON  
GERTRUDE BELL  
MARY CONNELLY

R. C. THOMAS  
\*MILDRED MASON  
\*VIRGINIA LANE

*Giles County*

HORTON CUNNINGHAM  
BUTFORD BUTTE  
G. M. STEPHENS  
MRS. MAMIE KELLNER

FRANCES LUCAS  
RETTA JOHNSON  
MARY KINZIE

*Carroll and Grayson*

DEWEY CALDWELL  
CLAUDE CARICO  
D. D. BOYER  
E. R. CORNETT  
FAYE COX  
THELMA WEBB  
LULA MAE MARTIN  
FRANCES DICKENSON

MARTHA GRIMES  
PAULINE HARP  
MABEL VASS  
MARGARET LINDSAY  
\*J. E. HAYNES  
\*MARY ETHEL VAUGHAN  
\*ELMER FADDIS

\* Not in picture.



*Above: Giles County. Below: Carroll and Grayson*



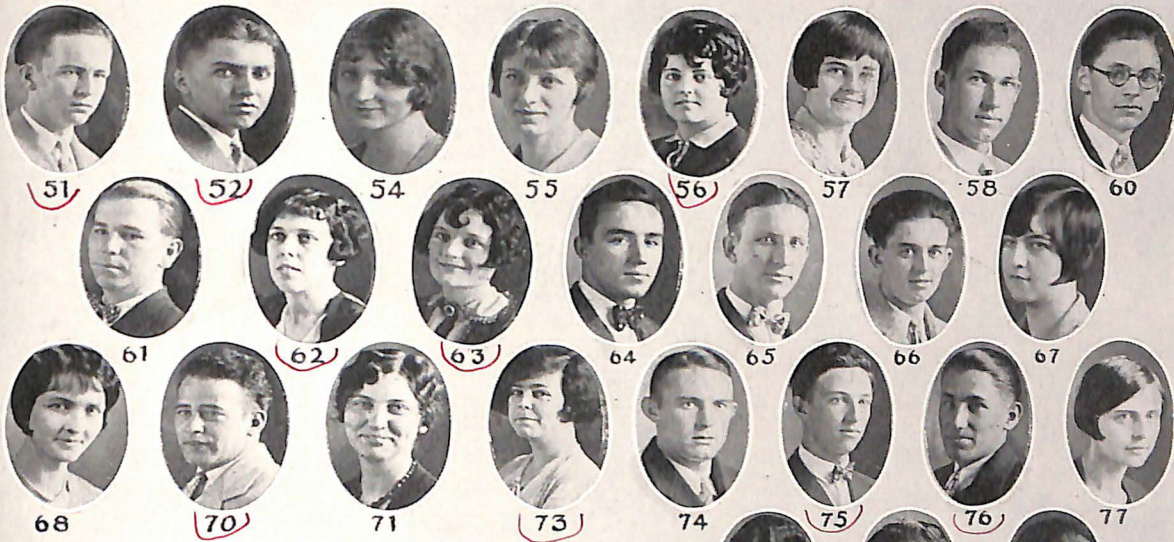


**Recent Graduates**

- 1\*Adkins, Goldie, Vinton, Va., Secretarial.
- 2\*Adkins, Naomi, Blacksburg, Va., Stenographic.
- 3 Alderman, Oscar F., Rocky Gap, Va., Commer'l
- 4\*Alley, Mary T., Roanoke, Va., Commercial.
- 5 Amos, Gladys, Hardy, Va., Secretarial.
- 6 Anderson, Edith, Roanoke, Va., Secretarial.
- 7\*Andrews, Frances, Banners Elk, N.C., Secretar'l.
- 8 Andrews, John M., Roanoke, Va., Commercial.
- 9 Angell, Jane, Boones Mill, Va., Stenographic.
- 10 Ashwell, Helen Marie, Roanoke, Va., Secretarial.
- 11 Avis, J. C., Berryville, Va., Banking & Com.
- 12 Bailey, Lonnie D., Erwin, Tenn., Com. & Bkg.
- 13 Baker, Earl, Clintwood, Va., Commercial.
- 14 Barbour, Ada, Figsboro, Va., Stenographic.
- 15 Barnard, Ruth G., Roanoke, Va., Secretarial.
- 16 Bartlett, Lola, Waynesboro, Va., Stenographic.
- 17 Beavers, Ola, Swords Creek, Va., Stenographic.
- 18 Bell, Frances Eliza, Bedford, Va., Stenographic.
- 19 Bell, Gertrude, Lynchburg, Va., Stenographic.
- 20 Bell, Maymie, Bedford, Va., Stenographic.
- 21\*Belton, Henry C., Roanoke, Va., Commercial.
- 22 Bishop, Alma, Roanoke, Va., Stenographic.
- 23 Blackburn, Wm. B., Stone, Ky., Stenograp'ic.
- 24 Blankenship, Dexter, Vulcan, W. Va., Full Comb.
- 25 Boitnott, Ella, Boone Mill, Va., Stenographic.
- 26 Boley, Elsie, Roanoke, Va., Stenographic.
- 27 Bowling, Bernard, Endicott, Va., Bkg. & Com.
- 28 Bowling, Buel, Ferrum, Va., Commercial.
- 29 Bowling, Glen, Endicott, Va., Bkg. & Salesm's'p.
- 30 Boyer, Dean D., Independence, Va., Commer'l.
- 31 Breeden, Roy H., Arcadia, Va., Com. & Bkg.
- 32 Brown, Lorena, Belspring, Va., Stenographic.
- 33\*Brown, Mary Vial, Galax, Va., Secretarial.
- 34 Brown, Ray W., Chilhowie, Va., Stenographic.
- 35 Browning, A. A., Jesse, W. Va., Com. & Bkg.
- 36 Bunts, Thelma, Pulaski, Va., Secretarial.
- 37 Burke, T. J., Jr., Roanoke, Va., Commercial.
- 38 Burns, Clara, Orchard, W. Va., Stenographic.
- 39 Bush, Viola M., Forest, Va., Stenographic.
- 40 Carrell, Ruth Z., Blue Ridge, Va., Stenographic.
- 41 Carter, Emma, Reidsville, N. C., Stenographic.
- 42 Cassell, Kathleen, Roanoke, Va., Secretarial.
- 43 Caudill, Rebecca A., Roanoke, Va., Secretarial.
- 44\*Chambers, Thelma, Roanoke, Va., Stenog'ic.
- 45 Charlton, Mildred, E. Radford, Va., Stenog'ic.
- 46 Cheeks, George C., Chilhowie, Va., Commercial.
- 47 Childress, Elsie, Roanoke, Va., Stenographic.
- 48 Chitwood, Conrad, Hillsville, Va., Com. & Bkg.
- 49 Clark, Lois, Stuart, Va., Stenographic.
- 50 Coffey, Dollie, Roanoke, Va., Stenographic.

\* Without Pictures.





*Recent Graduates*

- 51 Coffey, Wallace H., Alto, Va., Commercial.
- 52 Coffman, Jesse M., Troutville, Va., Secretarial.
- 53 Collier, Opal, Galax, Va., Stenographic.
- 54 Conley, Violet, Roanoke, Va., Secretarial.
- 55 Cook, Estelle, Banners Elk, N. C., Secretarial.
- 56 Cox, Catherine D., Roanoke, Va., Stenographic.
- 57 Cox, Florence, Roanoke, Va., Stenographic.
- 58 Crabtree, Elmore, Gratton, Va., Commercial.
- 59 \*Craft, Charles H., Dungannon, Va., Commer'l.
- 60 Craig, Bernard, Bassett, Va., Commercial.
- 61 Craig, E. G., Roanoke, Va., Commercial.
- 62 Creasy, Inez, Leesville, Va., Stenographic.
- 63 Crews, Esther Pauline, Vinton, Va., Secretarial.
- 64 Cruikshanks, W. P., Maxwelton, W. Va., Com'al.
- 65 Crumpacker, S. A., Cambria, Va., Com. & Sal'p.
- 66 Crush, Raymond C., New Castle, Va., Com'al.
- 67 Cundiff, Gussie, Roanoke, Va., Stenographic.
- 68 Dalton, Hattie, Draper, Va., Stenographic.
- 69 \*Dark, Betsy, Burlington, N. C., Secretarial.
- 70 Daugherty, Fred F., Nickelsville, Va., Com'al.
- 71 Davis, Mary, Henry, Va., Secret'al & Sales'm'p.
- 72 \*Davis, Virginia, Roanoke, Va., Stenographic.
- 73 Dickson, Virginia, Roanoke, Va., Stenographic.
- 74 Dillon, Charles L., Jr., Boone Mill, Va., Com'l.
- 75 Dooley, Glen, Bedford, Va., Commercial.
- 76 Doss, Lloyd C., Glade Hill, Va., Commercial.
- 77 Doosing, Lucille, Shawsville, Va., Stenographic.
- 78 Dowdy, Bessie, Farmville, Va., Stenographic.
- 79 Duncan, F. F., Fincastle, Va., Com. & Bkg.
- 80 Duncan, J. J., Dublin, Va., Com. & Bkg.
- 81 Eanes, Verona, Roanoke, Va., Stenographic.
- 82 Earley, Lula Mae, Hillsville, Va., Stenographic.
- 83 Easley, G. Lanier, Chatham, Va., Bkg. & Sales'p.
- 84 Epperly, Merle, Roanoke, Va., Secretarial.
- 85 Farley, Dewey, Matoaka, W. Va., Com. & Bkg.
- 86 Ferris, Elizabeth, Salem, Va., Stenographic.
- 87 Flanner, Grace, Jenkin Jones, W. Va., Stenog'ic.
- 88 Flippen, Lora, Roanoke, Va., Stenographic.
- 89 Flippo, R. D., Daytona Beach, Fla., Com. & Bk.
- 90 Floyd, Helen, Martinsville, Va., Stenographic.
- 91 Floyd, Virginia, Martinsville, Va., Stenographic.
- 92 Fortune, Lorraine, Shenandoah, Va., Secretar'l.
- 93 Foster, C. M., Stella, Va., Commercial.
- 94 Friedman, Esna, Brooklyn, N. Y., Stenographic.
- 95 Furr, Earl H., Cumberland, Va., Sales'p & Com.
- 96 Gardner, O. D., Willis, Va., Com. Bkg. & Sales'p.
- 97 Garrison, R. D., Franklinville, N. C., Banking.

\* Without pictures.





98 99 100 101 102 103 104 105

106 107 108 109 111 112 113

116 117 118 119 120 121 122 123

124 125 126

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*Recent Graduates*

98 Garst, Louise, Roanoke, Va., Stenographic.  
99 Garst, Virginia, Salem, Va., Stenographic.  
100 Geering, Katherine, Bedford, Va., Stenographic.  
101 Gibson, Ruby A., Lynchburg, Va., Commerce'l.  
102 Glass, Gaither R., Bluefield, W. Va., Secretar'l.  
103 Goode, Norman S., Henry, Va., Commercial.  
104 Gordon, Willie, Glenvar, Va., Com. & Bkg.  
105 Gouger, Lula, Pinehurst, N. C., Secretarial.  
106 Graham, J. Warren, Belfast Mills, Va., Secre'l.  
107 Gray, Vivian P., Vinton, Va., Secre'l & Sales' p.  
108 Green, F. L., Stratton, Va., Commercial & Bkg.  
109 Grogan, Jeter, Martinsville, Va., Commercial.  
110 Guntner, Ruth, Appalachia, Va., Commerce'l.  
111 Haga, Carl R., Stotesbury, W. Va., Commerce'l.  
112 Haley, Sarah V., Christiansburg, Va., Secret'l.  
113 Hall, Helen H., Christiansburg, Va., Stenog'ic.  
114 Hall, Lula, Roanoke, Va., Secretarial.  
115 Halstead, Elva Virginia, Lexington, Va., Bkg  
116 Hankins, R. O., Cedar Bluff, Va., Full Comb.  
117 Harp, Pauline, Galax, Va., Secret'l & Salesm'p.  
118 Harris, Viola Mae, Cloverdale, Va., Stenogr'ic.  
119 Harris, Nell, Roanoke, Va., Stenographic.  
120 Harrison, Hattie, Squire, W. Va., Commercial.  
121 Hartsel, F. C., Fincastle, Va., Commercial.  
122 Harvey, Ellie, Crewe, Va., Stenographic.  
123 Hash, Clarence C., Marion, Va., Commercial.  
124 Hatfield, Gertrude, Williamson, W. Va., Stenog.  
125 Haynes, Allen, Martinsville, Va., Com. & Bkg.  
126 Haynes, C. J., Bassett, Va., Commercial.  
127 Henry, Ruth, Roanoke, Va., Secretarial.  
128 Hetherington, Ila Mae, Roanoke, Va., Stenog.  
129 Hicks, Louis, Axton, Va., Com. & Banking.  
130 Hines, Gladys, Gretna, Va., Stenographic.  
131 Hite, Virginia, Martinsville, Va., Stenographic.  
132 Holland, Beulah Mary, Rocky Mount, Va.,  
Secretarial & Salesmanship.  
133 Holland, Edna, Altavista, Va., Sect. & Sales' p.  
134 Hoyer, Perry G., Shady Springs, W. Va., Com'l.  
135 Huddleston, Lula, Roanoke, Va., Stenographic.  
136 Hughes, Betty, Abingdon, Va., Secretarial.  
137 Hughes, Gladys, Abingdon, Va., Stenographic.  
138 Hughes, Mary M., Abingdon, Va., Secretarial.  
139 Hunt, Inez, Mt. Airy, Va., Stenographic.  
140 Hurd, Murriel, Cambria, Va., Stenographic.  
141 Hurt, Mary Stuart, Roanoke, Va., Stenogra'ic.  
142 Hutchinson, Lawrence, Boone Mill, Va., Com.  
143 Hyler, Maude, Wenonda, Va., Stenographic.

\* Without pictures.

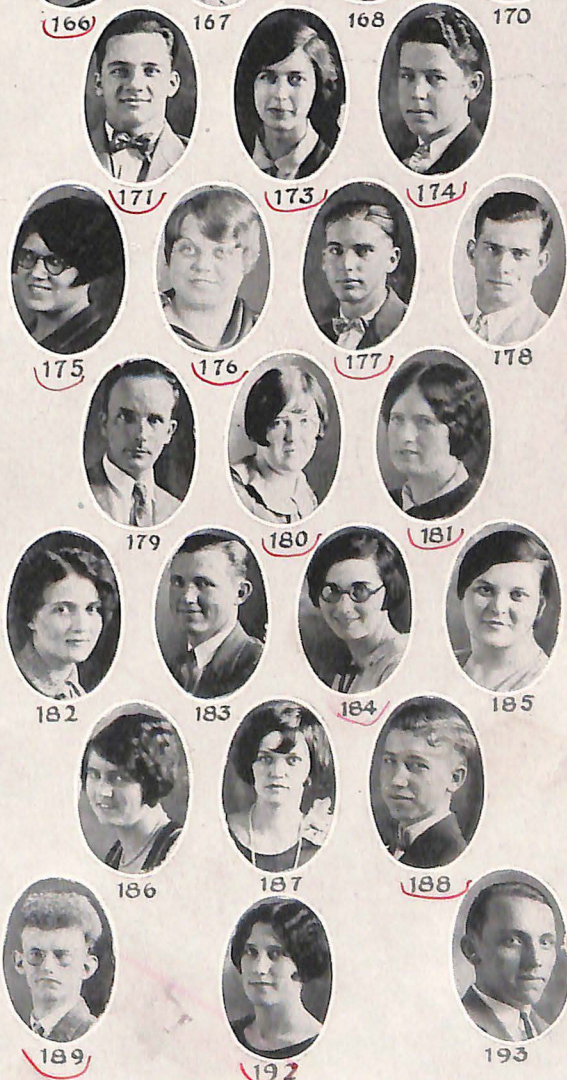




### Recent Graduates

- 144 Inman, Eugene, Axton, Va., Stenographic.
- 145 Jackson, Ruth, Austinsville, Va., Secretarial.
- 146\* Jacob, Thelma, Roanoke, Va., Stenographic.
- 147 Jarrett, Julia, Bassett, Va., Stenographic.
- 148 Jennings, Joy, Nace, Va., Stenographic.
- 149 Johns, Myrtle, Buena Vista, Va., Secretarial.
- 150 Johnson, Leon, Cambria, Va., Commercial.
- 151 Johnson, Paul, Roanoke, Va., Commercial.
- 152 Johnston, Mamie K., Roanoke, Va., Stenogr'ic.
- 153 Jones, Bessie, Roanoke, Va., Stenographic.
- 154 Jones, Melville, Nemours, W. Va., Commercial.
- 155\* Joyce, S. I., Bassett, Va., Commercial.
- 156 Keen, Ruth, Roanoke, Va., Secretarial.
- 157 Kelly, Mary Ethel, Bluefield, W. Va., Secret'l.
- 158 Kennedy, W. B., Bedford, Va., Commercial.
- 159\* Kincaid, Hester, Hot Springs, Va., Stenogr'ic.
- 160 King, Harold E., Roanoke, Va., Com. & Bkg.
- 161 Kinzie, Mary, Newport, Va., Banking, Sales-  
manship & Commercial.
- 162 Kirby, Cecil, Roanoke, Va., Stenographic.
- 163 Kiser, Bonnie, Carrie, Va., Stenographic.
- 164 Koonce, Margaret, Jacksonville, N. C., Stenog.
- 165 Kyle, J. M., Woodlawn, Va., Commercial.
- 166 Laffoon, Lillian, Roanoke, Va., Secretarial.
- 167 Lawless, Ruby, Bedford, Va., Secretarial.
- 168 Lawson, Malcolm R., Ivanhoe, Va., Commer'l.
- 169\* Layne, Meta, Roanoke, Va., Secretarial.
- 170 Lee, Katherine, Roanoke, Va., Stenographic.
- 171 Light, Day, Roanoke, Va., Secretarial.
- 172\* Light, Percy, Roanoke, Va., Secretarial.
- 173 Light, Rita M., Draper, N. C., Secretarial.
- 174 Light, Walter, Draper, N. C., Secretarial.
- 175 Likens, Paul'e, Shawsville, Va., Com., Bkg. & Sls.
- 176 Lilly, Twyla S., Princeton, W. Va., Sten. & Sal'p.
- 177 Linkous, Edison D., Rocky Gap, Va., Com'l.
- 178 Looney, J. Carl, Grundy, Va., Commercial.
- 179 Love, J. C., Glade Spring, Va., Banking.
- 180 Lovell, R. C., Rocky Mt. Va., Full Cmb., H. G. B.
- 181 Lovette, Cletus, Roanoke, Va., Secretarial.
- 182 Lowe, Dorothy, Roanoke, Va., Secretarial.
- 183 Lynskey, J. Elmer, Wenonda, Va., Commerc'l.
- 184 Lytton, Virgie B., Blacksburg, Va., Stenogr'ic.
- 185 Magrill, Esther, Pocahontas, Va., Secretarial.
- 186 Markham, Elsie, Arcadia, Va., Stenographic.
- 187 Marshall, Avis, Meadows of Dan, Va., Stenog.
- 188 Marshall, Lanan J., Willis, Va., Commercial.
- 189\* Martin, George S., Salem, Va., Commercial.
- 190\* Mays, Reginald J., Honaker, Va., Commercial.
- 191\* Maye, Mildred, Bassett, Va., Stenographic.
- 192 Moyer, Thelma, Roanoke, Va., Stenographic.
- 193 McGee, Elmer E., Pounding Mill, Va., Bank'g.

\* Without pictures.





194 195 196 197 198 199 200 201

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*Recent Graduates*

194 Meyers, Shirley, Roanoke, Va., Secretarial.  
 195 Miller, J. W., Cloverdale, Va., Commercial.  
 196 Miller, Virginia, Bridgewater, Va., Secretarial.  
 197 Milton, H. C., Eagle Rock, Va., Banking.  
 198 Milton, Bertha Ann, Blue Ridge Springs, Va., Stenographic.  
 199 Mitchell, Alta Virginia, Roanoke, Va., Secret'l.  
 200 Moore, Claude F., Dungannon, Va., Banking.  
 201 Morgan, Inez Mae, Grundy, Va., Secretarial.  
 202 Mullins, Roscoe, Flat Gap, Va., Commercial.  
 203 Muserove, Hannah, Roanoke, Va., Secretarial.  
 204 \*Musick, Mrs. Eula, Roanoke, Va., Stenogra'ic.  
 205 Myers, J. R., New Castle, N. C., Commercial.  
 206 McGlothlin, T. J., Matoaka, W. Va., Bk. & Com.  
 207 McNeil, Frankie, Radford, Va., Secretarial.  
 208 \*McNeil, Robert O., East Radford, Va., Secret'l.  
 209 Naff, Ruth Kathleen, Salem, Va., Stenogra'ic.  
 210 \*Najjum, Elizabeth, Roanoke, Va., Bk. & Com.  
 211 Newcomb, Kathleen Marion, Clifton Forge, Va., Stenographic.  
 212 Newton, Bessie V., Morgantown, N. C., Stenog.  
 213 Newton, Marion L., Roanoke, Va., Commer'l.  
 214 \*Nolen, Robert, Martinsville, Va., Stenogra'ic.  
 215 Nolley, Mrs. Cleo, Roanoke, Va., Stenographic.  
 216 Offman, Paul, New Market, Va., Commercial.  
 217 O'Bryan, Annie, Roanoke, Va., Stenographic.  
 218 Oliver, Ralph, Marion, Va., Commercial.  
 219 Oliver, Lillian P., Roanoke, Va., Secretarial.  
 220 Orr, Mary Louise, Richlands, Va., Secretarial.  
 221 Painter, Mary, Radford, Va., Secretarial.  
 222 Pannell, Jack, Parrott, Va., Commercial.  
 223 Pannell, Ruth M., Big Stone Gap, Va., Secret'l.  
 224 Parrish, Devota, Christiansburg, Va., Stenog.  
 225 Patton, Mabel, Toms Creek, Va., Stenogra'ic.  
 226 \*Pearson, Doris, Rocky Mt., Va., Stenographic.  
 227 Pedigo, Lenore, Vinton, Va., Stenographic.  
 228 Pedigo, Aurelia, Roanoke, Va., Stenographic.  
 229 Pentz, Bishop, Barber, Va., Stenographic.  
 230 Pentz, Robert, Barber, Va., Stenographic.  
 231 Phelps, Helen, Troutville, Va., Secretarial.  
 232 Pinkard, Gladys, Christiansburg, Va., Stenog.  
 233 Price, Katherine, Shawsville, Va., Stenogra'ic.  
 234 Price, Mary Frances, Bedford, Va., Stenogra'ic.  
 235 \*Price, Page Nelson, Rocky Mt., Va., Stenogra'ic.  
 236 Pritt, James E., Union, W. Va., Com. & Bkg.  
 237 Puckett, Nita M., Salem, Va., Secretarial.  
 238 Pulley, William H., Woodsdale, N. C., Com'l.  
 239 Queen, Elsie, Hot Springs, Va., Stenogra'ic.  
 240 \*Queen, Mae, Roanoke, Va., Stenographic.  
 241 Rakes, David M., Spray, N. C., Com. & Salsp.  
 242 Ronk, S. O., Roanoke, Va., Com. & Bkg.  
 243 Rector, Ralph, Anawalt, W. Va., Commercial.  
 \*Without pictures.

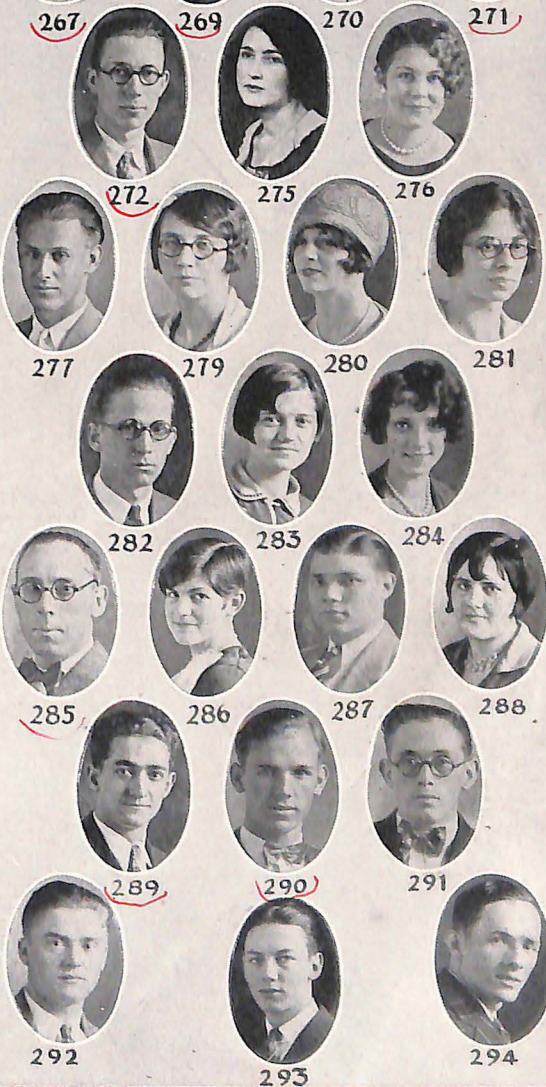




### Recent Graduates

- 244 Reed, Arlene Oris, Floyd, Va., Secretarial.  
 245 \*Reed, Nelson, Check, Va., Commercial.  
 246 Reynolds, Russell R., Troutville, Va., Com'l.  
 247 Reynolds, W. Ward, Callands, Va., Bk. & Sals.  
 248 Richards, Eleanor, Elkton, Va., Stenographic.  
 249 Richardson, Edith, Roanoke, Va., Stenog'ic.  
 250 Ringstaff, Carl, Pounding Mill, Va., Commer'l.  
 251 Roach, Lya Maude, Leaksville, N. C., Secret'l.  
 252 Roberts, E. B., Abingdon, Va., Commercial.  
 253 Roberts, Lois, Walnut Cove, N. C., Stenog'ic.  
 254 \*Robertson, Forrest, Thessalie, Va., Commer'l.  
 255 Robinson, Audrey, Baltimore, Md., Stenog'ic.  
 256 Roop, Henrietta, Roanoke, Va., Stenographic.  
 257 Rorrer, Theodore R., Meadows of Dan, Va., Secretarial & Salesmanship.  
 258 \*Rule, Harry, Jodie, W. Va., Secretarial.  
 259 Rust, Carl K., Bristol, Va., Secretarial.  
 260 Sadler, Thelma Mae, Anawalt, W. Va., Secret.  
 261 \*Saul, Ruth, Yorkville, O., Secretarial.  
 262 Saunders, Carolyn, Bonsack, Va., Secretarial.  
 263 Saunders, Homer, Ivor, Va., Com. & Salesm'p.  
 264 Scott, Ethel, Rocky Mt., Va., Full Cmb., H.G.B.  
 265 Scott, Margaret, Saltville, Va., Secretarial.  
 266 Shelton, Virginia, Roanoke, Va., Stenographic.  
 267 Shepard, Grace, Ramp, W. Va., Secretarial.  
 268 \*Sherrill, Virginia, Lincolnton, N. C., Secret'l.  
 269 Shiveley, Myrtle Mae, Ferrum, Va., Banking.  
 270 Showalter, Virginia, Roanoke, Va., Stenog'ic.  
 271 Shreve, Frances, Richlands, Va., Secretarial.  
 272 Shumate, Edgar, Pearisburg, Va., Secretarial.  
 273 \*Sisk, Ethel, Monk, Va., Stenographic.  
 274 \*Sisk, Grace, Monk, Va., Stenographic.  
 275 Sisson, Reba, Otey, Va., Secretarial.  
 276 Slaughter, Freda, Willis, Va., Secretarial.  
 277 Sleboda, Gaze, Statesbury, W. Va., Commer'l.  
 278 \*Smith, Dora, Lexington, Va., Secret. & Salsp.  
 279 Smith, Pauline, Paint Bank, Va., Secretarial.  
 280 Sours, Belya, Leatherwood, Va., Stenographic.  
 281 Sparks, Vivian, Pounding Mill, Va., Stenog'ic.  
 282 Spencer, Raymond, Critz, Va., Commercial.  
 283 Steele, Macie, Shenandoah, Va., Sec. & Salsp.  
 284 Stewart, Evelyn, Roanoke, Va., Stenographic.  
 285 Stinnett, J. S., Buchanan, Va., Com. & Bkg.  
 286 Stover, Dorothy, Roanoke, Va., Stenographic.  
 287 Strickler, Curtis, Roanoke, Va., Com. & Bkg.  
 288 Stump, Bula, Roanoke, Va., Secretarial.  
 289 Stuart, W. R., Roanoke, Va., Commercial.  
 290 Taliaferro, Robert, Salem, Va., Commercial.  
 291 Taylor, Carl, Wytheville, Va., Stenographic.  
 292 Taylor, Charlie V., Anawalt, W. Va., Com'l.  
 293 Taylor, W. F., Bluff City, Va., Secretarial.  
 294 Thomas, Ryland C., Gladys, Va., Banking.

\*Without pictures





*Recent Graduates*

295 Thornton, F. D., Henry, Va., Banking.  
 296 Thraikill, Crete, Salem, Va., Secretarial.  
 297 Tinnell, Ora, Roanoke, Va., Stenog. & Sales'p.  
 298 Tinnell, Hazel May, Roanoke, Va., Stenogr'ic.  
 299\* Tomlinson, Vernon W., Big Island, Va., Commercial & Banking.  
 300 Trainer, J. B., Bath, Va., Salesmanship.  
 301 Travis, R. B., Roanoke, Va., Commercial.  
 302 Trout, Irene, Williamson, W. Va., Sec. & Salsp.  
 303 Turner, Alma, Stuart, Va., Stenographic.  
 304 Turner, Catherine, Christiansburg, Va., Stenog.  
 305 Turner, Janie, Bassett, Va., Stenographic.  
 306 Turner, J. Newton, Ferrum, Va., Commercial.  
 307 Turner, Sam, Axton, Va., Banking.  
 308 Turner, W. J., Bassett, Va., Com. & Sales'm'p.  
 309\* Turpin, Carrie L., Big Island, Va., Stenogr'ic.  
 310 Vass, Mabel, Galax, Va., Secretarial.  
 311 Vaughan, Lucille, Roanoke, Va., Secretarial.  
 312 Verdery, Mrs. Viola, Roanoke, Va., Stenogr'ic.  
 313 Wagner, Addie Marie, Sparta, N. C., Secret'l.  
 314 Walker, Aileen, Goshen, Va., Secretarial.  
 315 Walsh, Nannie, Esmont, Va., Stenographic.  
 316 Watson, Margaret, Big Island, Va., Stenogr'ic.  
 317 Watson, Nellie, Goodview, Va., Secretarial.  
 318 Webb, Adalyne, Rocky Mt., Va., Sec. & Salsp.  
 319 Webb, Bettie Mae, Hillsville, Va., Secretarial.  
 320 Webb, Conner, Dugspur, Va., Commercial.  
 321 Webb, Edna, Roanoke, Va., Stenographic.  
 322 Weeks, Ruby, Willis, Va., Stenographic.  
 323 White, Viola, Lexington, Va., Secretarial.  
 324 Wickham, Clara, Salem, Va., Stenographic.  
 325 Williams, Lila, Salem, Va., Stenographic.  
 326 Williams, Rebecca, Bedford, Va., Stenographic.  
 327 Williams, Wm. J., Elkhorn, Va., Com. & Salsp.  
 328\* Williamson, Alva J., Riner, Va., Full Combined, H. G. B.  
 329 Williamson, L. A., Riner, Va., Com. & Sales'p.  
 330\* Williamson, H. Ray, Clifton Forge, Va., Com.  
 331\* Willis, Mary Claiborne, Roanoke, Va., Stenog.  
 332 Winfield, Warren, Roanoke, Va., Secretarial.  
 333 Winstead, Edgar, Martinsville, Va., Com'l.  
 334 Woodruff, Grace, Hays, N. C., Stenographic.  
 335 Woodruff, Helen, Roanoke, Va., Stenographic.  
 336 Wright, J. F., Elamsville, Va., Commercial.  
 337 Wright, J. M., Vinton, Va., Com. & Bkg.  
 338 Wright, Nina Louise, Sanville, Va., Stenogr'ic.  
 339 Yates, Bess, Anawalt, W. Va., Stenographic.  
 340\* Yates, Elbert, Grundy, Va., Commercial.  
 341 Yates, H. W., McAlphin, W. Va., Commercial.  
 342 Yates, Herbert, Millard, Va., Commercial.

*\*Without pictures*



## RECORDS OF SUCCESSFUL TRAINING



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### GRADUATES IN EVERY LINE OF INDUSTRY

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**G**RADUATES of the Roanoke National Business College are now engaged in lucrative and responsible positions from the States of Maine to Oregon and from Michigan to Texas. These graduates have been properly trained and are now successfully engaged in business. Banks and business houses, manufacturing plants and institutions in the city of Roanoke and throughout our own State have in their ranks the graduates of the National. In every line of industry you will find National graduates. It is in showing some of these graduates, some of their work and accomplishments, what others think of them and the high mark that they are all making in business life, that the following pages are dedicated.

---

Mayor C. D. Fox, of Roanoke, endorses National Business College in a public address:

*I know there is no school in the State of Virginia, or any other State, whose curriculum has done so much for our State and its young people as the National Business College.*



# RAILROADING

The economic development of America has been very largely due to its wonderful transportation systems. Railroads are offering many opportunities of lucrative employment for young men and women.



*Norfolk and Western Railway Company—General Offices—Roanoke, Virginia*

## *A Few Railroad Officials, Chief Clerks and Private Secretaries Who Have Attended The National Business College*

- |   |  |
|---|--|
| J. B. Parrish, General Manager, Chesapeake and Ohio Railway, Richmond, Va.  | J. F. Farmer, Private Secretary to J. T. Carey, General Superintendent Norfolk and Western Railway Company, Roanoke, Va.       |
| E. S. Moore, General Superintendent Transportation, Norfolk and Western Railway Company, Roanoke, Va.                 | J. H. Flippen, Chief Clerk to A. S. Payne, Superintendent, Norfolk Division, Norfolk and Western Railway Company, Roanoke, Va. |
| Clyde Cook, Purchasing Agent, Norfolk and Western Railway Company, Roanoke, Va.                                       | Miss Agnes Dougan, Chief Clerk to Superintendent of Telegraph Department, Norfolk and Western Railway Company, Roanoke, Va.    |
| J. W. Wade, General Storekeeper, Norfolk and Western Railway Company, Roanoke, Va.                                    | H. B. Wade, Chief Clerk, Electrical Engineer, Norfolk and Western Railway Company, Roanoke, Va.                                |
| D. W. Reed, Auditor Overcharge Claims, Norfolk and Western Railway Company, Roanoke, Va.                              | C. B. Short, General Manager, Roanoke Railway and Electric Company.  |
| I. V. Jesse, Auditor, Disbursements, Norfolk and Western Railway Company, Roanoke, Va.                                | S. K. Snedegar, Chief Clerk to Assistant General Manager, Norfolk and Western Railway Company, Roanoke, Va.                    |
| W. N. Montgomery, Stationer, Norfolk and Western Railway Company, Roanoke, Va.  | H. L. Crumpecker, Accountant, Engineering Department, Norfolk and Western Railway Company, Roanoke, Va.                        |
| A. C. Tillett, Tie and Timber Representative, Seaboard Air Line.  | Charles C. Brown, Fuel Distributor, Norfolk and Western Railway Company, Roanoke, Va.  |
| E. O. Kinnier, Commercial Agent, Seaboard Air Line, West Palm Beach, Fla.   | J. W. Rhodes, Auditor's Agent, Norfolk and Western Railway Company, Roanoke, Va.   |
| J. E. Pitman, Special Representative, Norfolk and Western Railway Company, Roanoke, Va.                               | K. V. Conrad, Chief Clerk, General Superintendent Transportation Norfolk and Western Railway Company, Roanoke, Va.             |
| B. F. Pence, Tax and Insurance Agent, Norfolk and Western Railway Company, Roanoke, Va.                               | Cluade W. Parrish, Passenger Transportation Clerk, Norfolk and Western Railway Company, Roanoke, Va.                           |
| J. H. Gearhart, Chief Clerk to A. C. Needles, President, Norfolk and Western Railway Company, Roanoke, Va.            | C. F. Keely, Commerce Agent, Norfolk and Western Railway Company, Roanoke, Va.   |
| Duiguid King, Purchasing Agent, Virginian Railroad Company.   | W. E. Robinson, Traveling Agent, Transportation Department, Norfolk and Western Railway Company, Roanoke, Va.                  |
| A. W. Obenchain, Assistant Chief Clerk to A. C. Needles, President, Norfolk and Western Railway Company, Roanoke, Va. | E. M. Dickinson, Chief Car Distributor, Norfolk and Western Railway Company, Roanoke, Va.                                      |
| A. M. Flippen, Chief Clerk to W. J. Jenks, Vice-President, Norfolk and Western Railway Company, Roanoke, Va.          | T. C. Preston, Commercial Agent, Norfolk and Western Railway Company, Roanoke, Va.   |
| T. H. Farmer, Private Secretary to W. J. Jenks, Vice-President, Norfolk and Western Railway Company, Roanoke, Va.     |  |

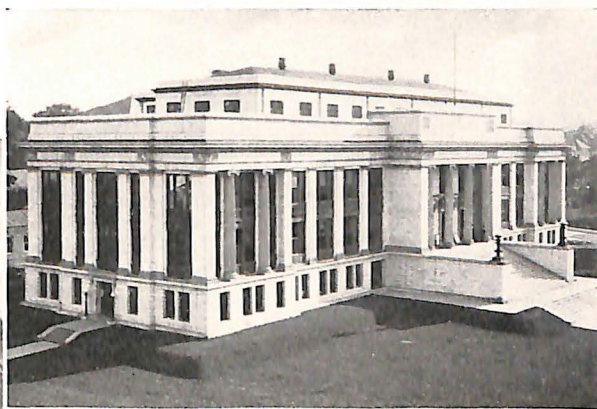


## GOVERNMENT

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.



*Another of Roanoke's fine office buildings*



*The Municipal Building, where are to be found the City Manager and other public officials*



*Roanoke has always kept pace with the demand for modern offices*

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

J. W. Comer, Councilman, and President Hix-Palmer Co., Inc., and Rex Manufacturing Co., Inc.  
L. G. Stiff, Councilman, and President Stiff's Pharmacy.  
R. J. Watson, Clerk of Court.  
W. H. Carr, Deputy Clerk.  
Miss Elsie Boone, Deputy Clerk.  
Miss Ruth Light, Stenographer, Clerk's Office.  
Miss Edith Light, Stenographer, Clerk's Office.  
Mrs. J. H. Shaffer, Stenographer, Clerk's Office.  
C. M. Spessard, Deputy Sergeant.

Paul S. Bibb, Deputy Sergeant.  
Mrs. Helen Garland, Stenographer, Building and Plumbing Inspector.  
Miss Nita Schilling, Stenographer, City Planning and Zoning Commission.  
Miss Anna Allison, Stenographer, Clerk's Office.  
Edgar L. Winstead, Assistant Clerk Civil and Police Court.  
Miss Eddie McCutcheon, Secretary, City Manager.  
Mrs. Ada M. Smith, Treasurer's Office.  
Miss Mary Muddiman, Treasurer's Office.  
Mrs. Mary E. Raleigh, Deputy City Commissioner of Revenue.  
H. R. Yates, Clerk Civil and Police Court.

The exacting requirements of a city school board are adequately met by the following National graduates in Roanoke City School System:

Nellie E. Duncan, Secretary to School Board.  
Mrs. Ethel A. Osborne, Secretary to Superintendent of Roanoke City Schools.  
Mrs. Cuba Saunders, Assistant Secretary to Superintendent.  
Miss Ethel W. Walker, Secretary to Principal Jefferson Senior High School.

J. D. Akers, Instructor Commercial Department Jefferson Senior High School.  
Mrs. Maude Stoner, Instructor, Commercial Department, Jefferson Senior High School.  
Miss Wilma Chambers, Secretary to Principal of Lee Junior High School.



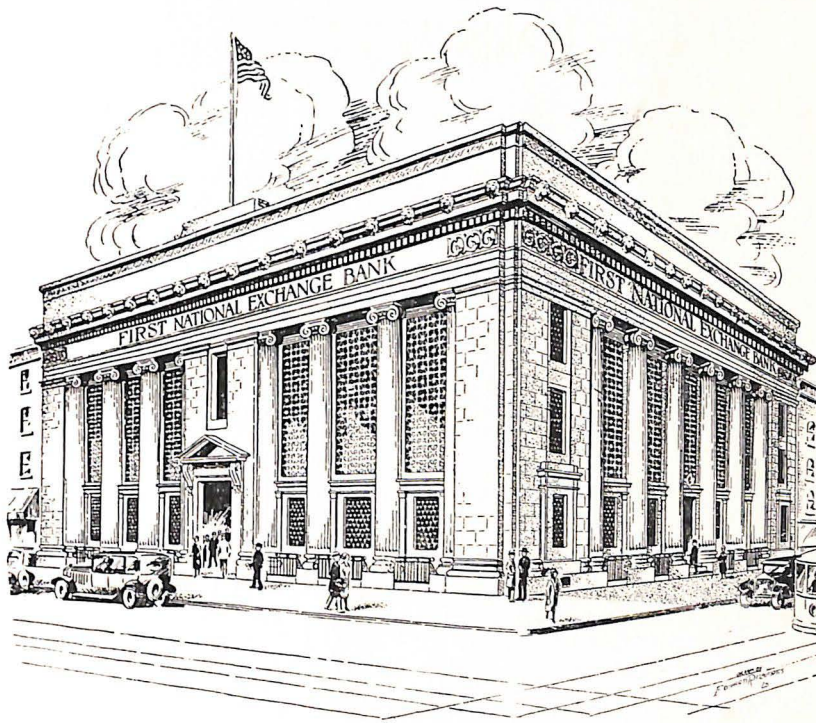
# BANKING

## ROANOKE NATIONAL BUSINESS COLLEGE

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

- D. R. Wood, National Bank Examiner, United States Government Official, Clarksburg, W. Va.  
M. L. Barnette, National Bank Examiner, United States Government Official, Roanoke, Va.  
F. M. McLean, Assistant Cashier, Farmers Bank, Elk Creek, Va.  
John Shumate, Assistant Cashier, Bank of Ridgeway, Ridgeway, Va.  
G. F. Craig, Assistant Cashier, First National Bank, Bassett, Va.  
P. L. Comer, Cashier, Farmers and Merchants Bank, Rich Creek, Va.  
Zera Cannaday, Cashier, Citizens and Marine Bank, Newport News, Va.  
C. R. Cheatham, Assistant Cashier, Bank of Christiansburg, Christiansburg, Va.  
J. R. Collins, Assistant Cashier, Bank of Marion, Marion, Va.  
Miss Ethel F. Bane, Assistant Cashier, Bank of Mechanicsburg, Mechanicsburg, Va.  
A. L. Farrier, Cashier, Sinking Creek Valley Bank, Newport, Va.  
H. D. Vaughan, Cashier, First National Bank, Keystone, W. Va.  
Curtis Jordan, Assistant Cashier, Pulaski National Bank, Pulaski, Va.  
Miss B. F. Price, Secretary, Flat Top National Bank, Bluefield, W. Va.  
W. E. Beane, Assistant Cashier, Citizens Bank, War, W. Va.  
J. R. Goodman, Cashier, Williamson State Bank, Williamson, W. Va.  
J. Stanford Hargis, Cashier and Manager, Bank of Russell County, Lebanon, Va.  
E. E. Smith, Cashier, Bank of Grundy, Grundy, Va.  
N. B. Jonas, Cashier, Savings and Loan Corporation, Roanoke, Va.  
E. M. Brown, Cashier, Axton National Bank, Axton, Va.  
Miss Virginia Boyer, Cashier, Beneficial Loan Society, Inc., Roanoke, Va.  
W. G. Baugh, Assistant Cashier, Farmers National Bank, Tazewell, Va.  
F. B. McConnell, Cashier, Peoples National Bank, Abingdon, Va.  
J. B. Wampler, President, First National Bank, Big Stone Gap, Va.  
J. W. Bland, Cashier, Farmers and Merchants Bank, Blacksburg, Va.  
A. E. Anderson, Vice-President, Dominion National Bank, Bristol, Va.  
J. U. Hyde, Assistant Cashier, Buchanan National Bank, Buchanan, Va.  
A. B. Correll, Assistant Cashier, First National Bank, Christiansburg, Va.  
F. B. McConnell, President, Bank of Clinchburg, Clinchburg, Va.  
S. L. Mock, President, Bank of Damascus, Damascus, Va.  
J. A. Johnson, Cashier, Peoples Bank of Giles, Giles, Va.  
C. L. Ross, Cashier, First National Bank of Ferrum, Ferrum, Va.  
B. C. Vaughan, President, Peoples State Bank, Galax, Va.  
T. G. Vaughan, Vice-President, Peoples State Bank, Galax, Va.  
B. D. Beamer, Cashier, Peoples State Bank, Galax, Va.  
W. R. Gardner, Assistant Cashier, Peoples State Bank, Galax, Va.  
Ira E. Thompson, Cashier, First National Bank, Honaker, Va.  
H. F. Perry, Assistant Cashier, Marion National Bank, Marion, Va.  
I. J. Greear, Cashier, Bank of Riner, Riner, Va.  
M. W. Turner, President, American National Bank, Roanoke, Va.  
G. C. Holcomb, Vice-President, American National Bank, Roanoke, Va.  
E. G. Linney, E. G. Linney & Co., Bonds, Roanoke, Va.  
T. L. Engleby, Assistant Cashier, First National Exchange Bank, Roanoke, Va.  
Paul Stonesifer, Trust Officer, First National Exchange Bank, Roanoke, Va.  
A. C. Harris, Cashier, Peoples Bank, Inc., Vinton, Va.  
H. K. Harris, Assistant to Active Vice-President, Flat Top National Bank, Bluefield, W. Va.  
E. H. Barnard, Assistant Cashier, Bank of Yadkin, Yadkinsville, N. C.  
Charles H. Echols, Assistant Cashier, Williamson State Bank, Williamson, W. Va.  
Joe Martin, Cashier, Citizens Bank of Carroll, Hillsville, Va.  
C. S. Teller, Cashier, Toms Brook Bank, Inc., Toms Brook, Va.  
Mrs. J. M. Smylie, Cashier, Bank of Glasgow, Glasgow, Va.  
J. H. Pollard, Assistant Cashier, Bedford County Bank, Montvale, Va.  
J. Lincoln Kiser, Cashier, St. Paul National Bank, St. Paul, Va.  
W. B. Hicks, Assistant Cashier, Flat Top National Bank, Bluefield, W. Va.  
L. M. Carper, Assistant Cashier, Flat Top National Bank, Bluefield, W. Va.  
John C. Stinson, Cashier, Bank of Russell County, Lebanon, Va.  
Douglass S. Wilson, Assistant Cashier, Bank of Russell County, Lebanon, Va.  
E. W. Sumner, Assistant Cashier, Farmers and Merchants Bank, Blacksburg, Va.  
W. C. Neikirk, Cashier, Bluefield National Trust Company, Bluefield, W. Va.  
Douglas L. Agee, Bonds and Sureties, Baltimore, Md.  
W. E. Airheart, Assistant Cashier, First National Exchange Bank, Roanoke, Va.





*The First National Exchange Bank, Roanoke, Virginia. Capital, \$1,000,000.00; surplus, \$1,000,000.00*

OFFICERS AND EMPLOYEES  
OF THE  
FIRST NATIONAL EXCHANGE BANK  
WHO HAVE ATTENDED  
ROANOKE NATIONAL BUSINESS COLLEGE

T. L. Engleby, Assistant Cashier  
W. E. Airheart, Assistant Cashier  
Paul Stonesifer, Trust Office  
E. E. West, Jr., Manager Bookkeeping Department  
Mrs. Mary C. Boggess, Secretary to President  
L. M. Perry, Head Teller  
Frank Duffey, Teller  
Robert C. Leffel, Teller  
Somers Bailey, Teller  
James Love Stone, Teller  
Geo. V. Boone, Teller  
Clarence Kennett, Teller  
Stuart Miller, Teller  
Alton B. Kidd, Teller  
Byron Pultz, Note Teller  
Paul A. Dudley, Auditing Department

W. B. Felton, Auditing Department  
Elbert J. Martin, Bookkeeper  
Mrs. D. P. Ray, Jr., Bookkeeper  
Edward R. Watts, Bookkeeper  
Mrs. C. R. Carlton, Bookkeeper  
Miss Blanche Hubbard, Bookkeeper  
Miss Maysie Sibold, Bookkeeper  
Miss Wilma Keister, Bookkeeper  
Mrs. Irene Pettyjohn, Bookkeeper  
Miss Mary G. Dickson, Stenographer  
Mrs. J. E. Comer, Stenographer  
Miss Nellie Reynolds, Statements  
Miss Frances Heller, Discount Department  
Miss Margaret Phillips, Foreign Department  
Mrs. S. B. Walker, Savings Department  
Miss Thelma Painter, Savings Department



## REPRESENTATIVE ENDORSEMENTS

EDWARD L. STONE, PRESIDENT

E. R. JOHNSON, VICE PRESIDENT

B. F. MOONAW, SECRETARY

DIRECTORS

W. A. BARTON  
W. W. BOLEY  
JUNUS P. FISHBURN  
D. S. S. GALE  
E. R. JOHNSON  
F. W. KLING  
EDW. L. STONE  
J. W. WAYNICK SR.  
W. C. TURNER

**CHAMBER OF COMMERCE  
OF  
ROANOKE, VIRGINIA**  
INCORPORATED

ADVISORY COUNCIL  
PAST PRESIDENTS

H. H. ANGELL  
W. W. BOLEY  
L. B. DAVIS  
H. C. ELLIOTT  
JOS. T. ENGLEBY  
D. D. HULL, JR.  
H. LEE LYNN  
C. E. MICHAEL  
D. P. SITES  
E. W. SPEED  
EDW. L. STONE  
C. H. WILLIAMS  
JAS. P. WOODS

May 23, 1928.

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

Dear Mr. Smythe:

We desire to congratulate you and your splendid college on your plans for enlargement.

Roanoke has always appreciated the Roanoke National Business College and the splendid group of students which it draws from this city and a large surrounding territory.

We are especially interested in your plans for increasing your capacity to one thousand students because it will enable you to draw young men and young women from a much larger territory than heretofore.

There is a great demand for young people properly equipped for business and it is felt here that your college is performing a splendid service in this particular.

Yours very truly,

BFM:B  
Dictated  
May 21.

*B. F. Moonaw*  
B. F. Moonaw, Secretary.

National Business College,  
Roanoke, Virginia.

Roanoke, Va., July 28, 1928.

Gentlemen:

After four years of very close association with the National Business College, I should like the privilege of saying a few words in its behalf and the opinions given are based solely on merit and not because the "National" happens to be a Roanoke institution.

Two things have impressed me as I have come into close contact with the faculty and the student body: First, the high ideals of scholarship which the faculty hold before the student body and the response in behalf of the students. The school aims to turn out really trained graduates, and I find students staying even longer than required because they have caught the spirit of their faculty.

Second: The high moral tone of the school. It ought to be a great source of satisfaction to parents to know that the teachers at the "National" are encouraging their students to cultivate spiritual values as well as intellectual values. I feel sure a boy or girl coming to the "National" will be well trained.

These opinions are based on the experience of employing several graduates, of interviewing many students and of having a very close and happy fellowship both with the faculty and the student body.

Very sincerely yours,  
(Signed) L. B. Hindman,  
General Secretary Y. M. C. A.



## REPRESENTATIVE ENDORSEMENTS

STATE TEACHERS COLLEGE  
HARRISONBURG, VIRGINIA  
DEPARTMENT OF HISTORY AND SOCIAL SCIENCE  
JOHN W. WAYLAND, PH. D.  
RAYMOND C. DINGLELINE, M. S.  
JOHN N. McILWRAITH, M. A.  
RAUS M. HANSON, M. A.

February 22, 1929.

TO WHOM IT MAY CONCERN:

It gives me pleasure to state that I have known of the National Business College for a number of years and that my good opinion of it has been strengthened during the past session or two in which my son has been a student there. All facts that have come to my notice indicate that good work is done in the courses of instruction, that the life of the school is wholesome, making for good citizenship, and that the various members of the faculty are men and women of ability and character who take a personal interest in the progress and general welfare of the students.

Very respectfully,  
(Signed) John W. Wayland.

Dr. Wayland is author of the "History of Virginia" used in our public schools.

Shawsville, Va., February 21, 1929.

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

Dear Mr. Smythe:

I just wish to state a few facts and try to express to you my appreciation for what your college has done toward the development of my two girls.

When these girls completed their high school course, we began to discuss in the family circle what course could be pursued to further their education and to train them for mastering the problems of this life. After some time, it was decided that the girls should take a course at the National Business College, partly because it would take less time and less financing to complete your courses than other colleges, but mainly because of "The National's" efficiency.

After the girls entered the National, I was delighted to find that you combined with the intellectual training a daily routine of lectures by good men and timely advice by the faculty that develops character and personality in the life of the student.

Since the furthering of my acquaintance with this institution, I find that the management and faculty are men and women of great minds and noble characters, who are worthy to be intrusted with the training and development of any boy or girl.

During the stay of my girls at The National there has grown within me a strong social tie for the above management and faculty, which I feel shall last as long as I live. I wish I had words to really express my appreciation, but all I know to say is, "I am satisfied."

Yours very truly,  
(Signed) W. W. Likins.





*Office of the President*

## HOME ENDORSEMENT

THE OLD ADAGE that "A prophet is not without honor save in his own country" is one unknown to the Roanoke National Business College. From those years of the small beginning to the outstanding position that it now occupies, this college has received the praise and the backing of its own people.

It is with a true sense of appreciation and pride that we can point to the members of our Advisory Board, in whose names you will recognize outstanding leaders in the city of Roanoke. It is with pride also that we can point to the fact that more than one-third of our annual enrollment is composed of students from Roanoke.

Not only do the people of Roanoke patronize the college as a source of securing business training, but business concerns give us their endorsement in asking for business assistance from among our graduates. The banks of Roanoke secure practically all of their clerical help from the college and the same may be said of all other enterprises of the city. The Norfolk and Western Railway General Offices employ hundreds of our students, and we invite prospective students or their parents to write any business house or bank in the city about the school.





*Lobby. Visitors are always welcome*

## CHOOSING YOUR SCHOOL

THE TRAINING, association and environment experienced during school years lay the foundations for success or failure in future life. The selection of the school best suited to develop each individual, therefore, should be a matter of thought and thorough investigation, regardless of what kind of school you may be considering.

You desire to attend a school of professional grade, offering distinctive preparation for definite business employment. You have solved part of your problem by reading this catalogue.

In selecting your school you are in reality purchasing education. It is something you are called upon to do probably only once in your life. It is not like purchasing other commodities which you do frequently and upon which you may wisely experiment. Purchasing an education is too important not to be considered from every angle. You desire to get the best

value for the money expended on your education, and will no doubt compare what the Roanoke National Business College has to offer with that of other similar schools. That is the proper procedure on your part and will aid you in reaching a correct decision. We therefore desire to ask a few important questions before you reach such a decision:

*First:* Where will you find another business college that owns and occupies its own building, valued at more than \$300,000? Our building is especially planned for our purposes and is fully equipped with modern business and office machinery, ten separate and distinct departments, adequate administration, executive offices, club rooms, etc.

*Second:* What other business college offers you such a complete range of courses as those enumerated in other pages of this catalog; these courses and business subjects so divided into units that a course of any length may be planned



Right: Reception Room

Below: Entrance Foyer



to meet your individual needs and requirements? These courses range from Elementary Book-keeping and Shorthand to Advanced Accounting, Business Administration, Secretarial Science, Law, and Banking and Finance of college grade.

*Third:* Where else can you find such an ideal location as Roanoke, Virginia? It lies in a natural amphitheater between the ranges of the Blue Ridge and the Alleghany Mountains with one of the highest health records of any city in the United States. It has an ideal climate in both summer and winter. Roanoke has more than one hundred industries operating successfully. It is served directly by two railroads, being the headquarters of the Norfolk and Western Railway Company, and at the same time it is the most important division point with East, West, North, and South connections.

*Fourth:* Where else will you find such comfortable living quarters as in Roanoke, and at such reasonable rates? Many of the best homes in the city anxiously seek the students of the Roanoke National Business College while in our city. These homes have every modern convenience and are homes in the fullest sense of the word, for young men and women while in the city.

*Fifth:* In what other business college will you find a daily lecture program given by business and professional men of local, national and international importance? These lectures and entertainments are both practical and cultural, and many students consider these lectures alone worth the entire cost of tuition.

*Sixth:* In what other business college will be found a complete program of student activities for the cultural and physical development of the student body? These activities are planned by the Associated Students of the Roanoke National Business College, and come under the direct control of the Student Council. Under the supervision of this association will be found the following organizations: The B. C. Y. Club for men, the B. C. Y. Club for women, the National News Staff, the Literary Club, the Orchestra, the Glee Club, Fraternities, Physical





*Left: Office of the Secretary*

*Below: Office of Vice-President and General Manager*



Education for both men and women, Basketball, Baseball, Tennis, and other athletic sports.

*Seventh:* Where else will you find such an efficient employment department that is constantly seeking satisfactory employment for graduates and qualified students in the various business activities of Virginia and the adjoining States?

*Eighth:* Where else will you find the churches, social organizations and individual citizens so vitally interested in the welfare of the young people in their midst as in Roanoke? An active interest is taken by each one in the social and moral welfare of the students of this College.

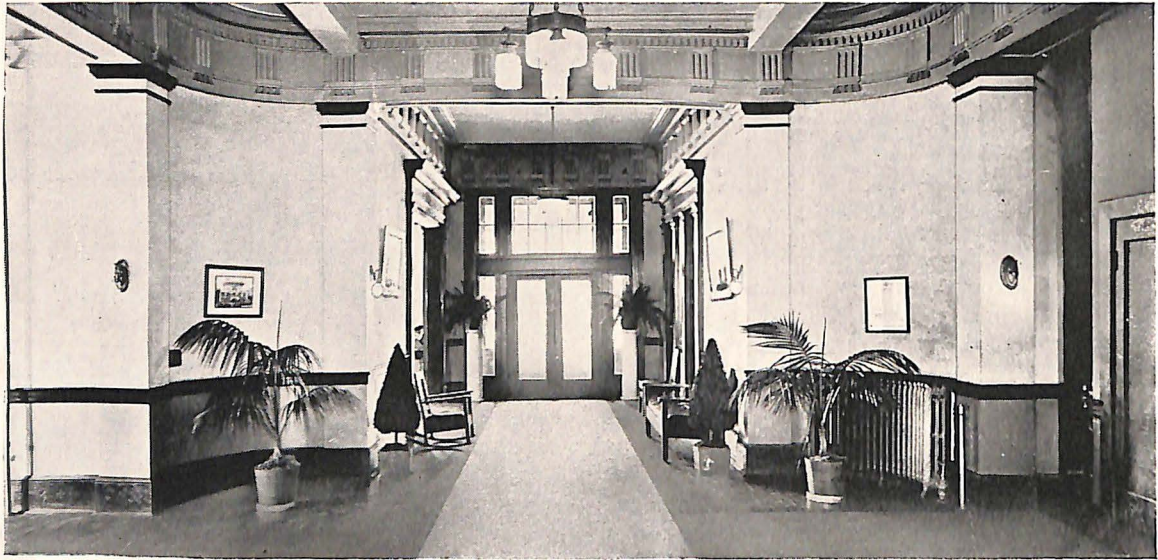
These are a few of the tangible things that you get immediately upon enrolling in the Roanoke National Business College. But there are many other things of intangible benefit that cannot be mentioned individually, but that have a lasting influence in shaping the future of the students of this Institution.

The faculty of the Roanoke National Business College is undertaking to maintain an

ideal Institution for the business and social development of its students, and no expense and no trouble is being spared to carry out the policies that have marked the continued growth and development of this Institution for the past forty-three years. Only competent and experienced teachers are on our staff. They are men and women who are making teaching their life work, with an average teaching experience of fourteen years. These teachers have all been chosen because of their special fitness for the subjects they are teaching.

The large number of teachers employed makes it possible for each to specialize in one or two subjects, which is a decided advantage over a small school where one teacher must give instruction in many subjects.





*An elegance and completeness of building and equipment seldom seen in an institution of this kind*

## YOUR CHOICE

THE SCHOOL you choose is the one in which you firmly believe you will be the most comfortable and secure the largest returns from the money invested, consistent with receiving sound, safe and thorough education along business topics.

In asking you to attend the Roanoke National Business College, we might have urged only the age of the institution, for it is forty-three years old; we might have urged only the size, for it is the largest in the State; we might have urged only its reputation, for it has an enviable and unrivaled reputation among business men for honesty and integrity; we might have urged only its unequaled faculty, for every member is a specialist with both business and professional experience; we might have urged only its building and equipment, for it is the finest of its kind in the South.

Excellent as these features are, our strongest appeal is for consideration of the superior services we can render you.

In this catalog you have had these services outlined in full. You have seen step by step what you may expect from the moment you leave your home to enroll with us, until after your graduation you visualize yourself in a prominent business connection. The work that can be accomplished by the Roanoke National Business College is before you. It is now your task to choose this or some other Institution. Weigh well the advantages of each, and we feel assured that you will shortly be numbered among our thousands of completely satisfied patrons.

The attached application is for your use. Mail it today.



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

Date.....

I hereby apply for admission as a student at the Roanoke National Business College for the  
.....course in accordance with the terms and conditions  
set forth in the Catalog.

Signature of Applicant.....Age.....

Address.....

Signature of Parent or Guardian.....

Address.....

Occupation of Parent or Guardian.....

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:

To what executive position do you aspire—Banker, 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.....

When do you expect to start?.....

(Date)

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





ROANOKE, VIRGINIA

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## What it Means to the Student to Attend an Accredited Commercial School

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STATEMENT AUTHORIZED BY BOARD  
OF GOVERNORS

1. The opportunity to study standard, accredited courses.
2. The use of modern, approved text books.
3. The opportunity to earn the H. G. B. degree—Honor Graduate in Business. This degree is conferred only by accredited schools.
4. The benefit of membership in a nation-wide employment bureau.
5. The privilege of having grades made in one school transferred to another school.
6. Definite knowledge that the school in which he is registered maintains high business and educational standards, and that its advertising is never exaggerated and never contains misrepresentations.

IT PAYS TO ATTEND A SCHOOL THAT IS FULLY ACCREDITED BY  
THE NATIONAL ASSOCIATION OF ACCREDITED COMMERCIAL  
SCHOOLS. LOOK FOR THE TRADE-MARK



The Emblem  
of the  
Efficient School







