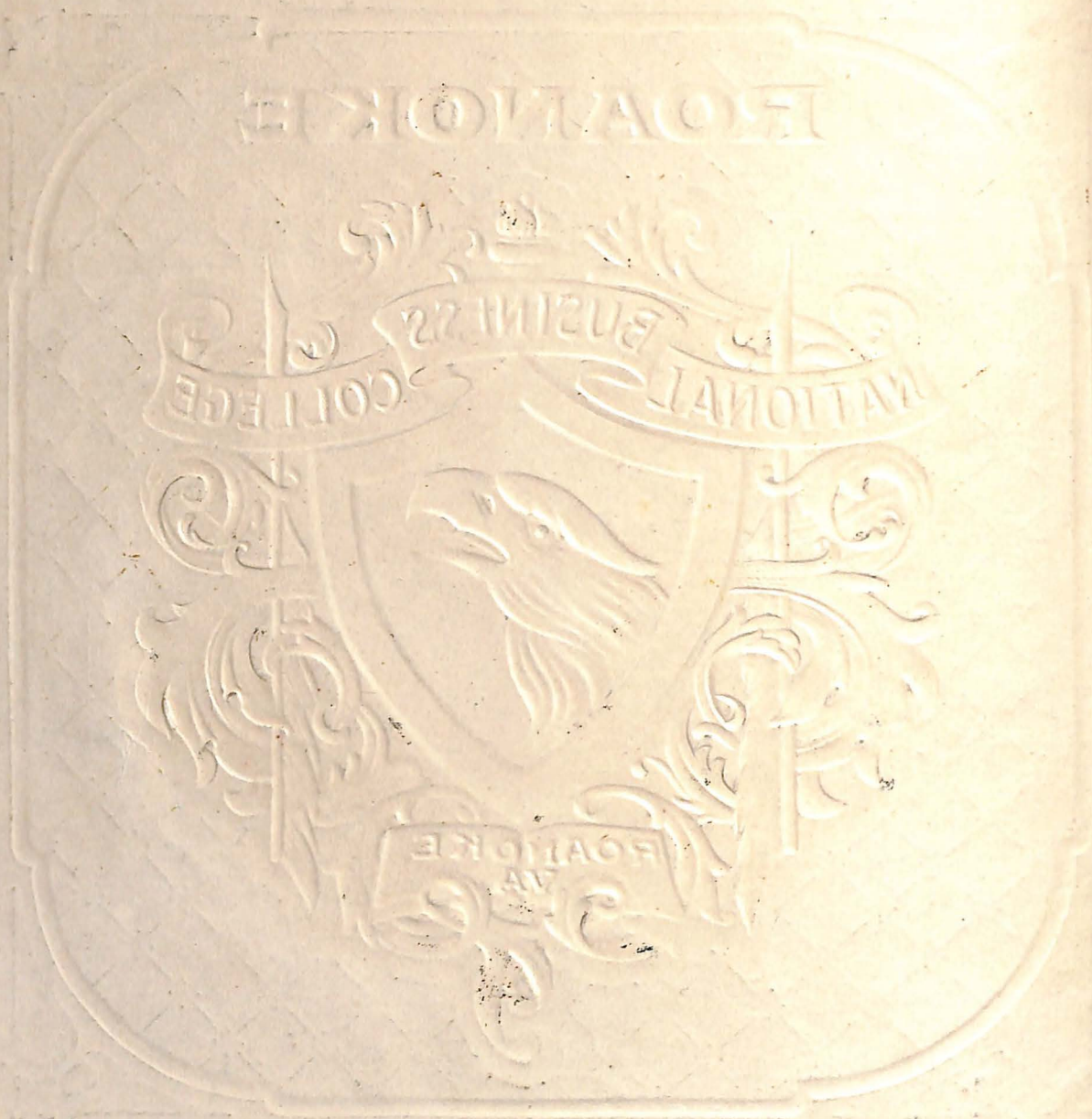


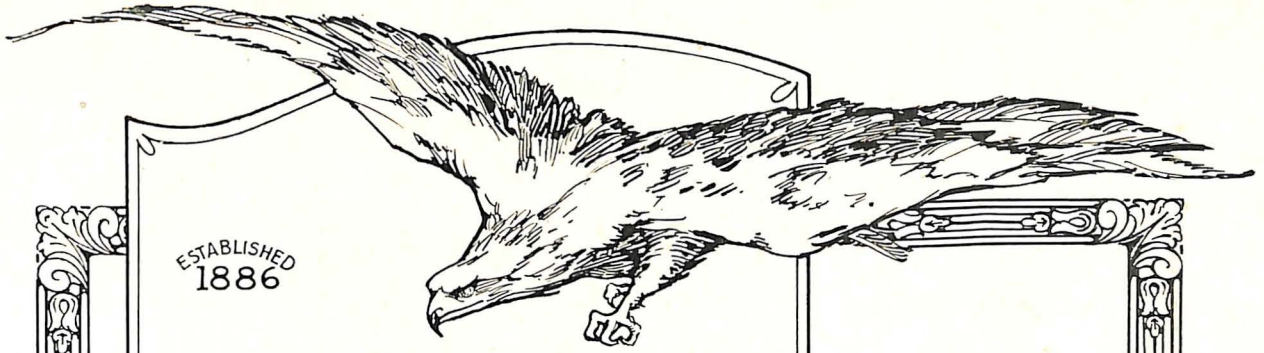


*A School of  
Merit*





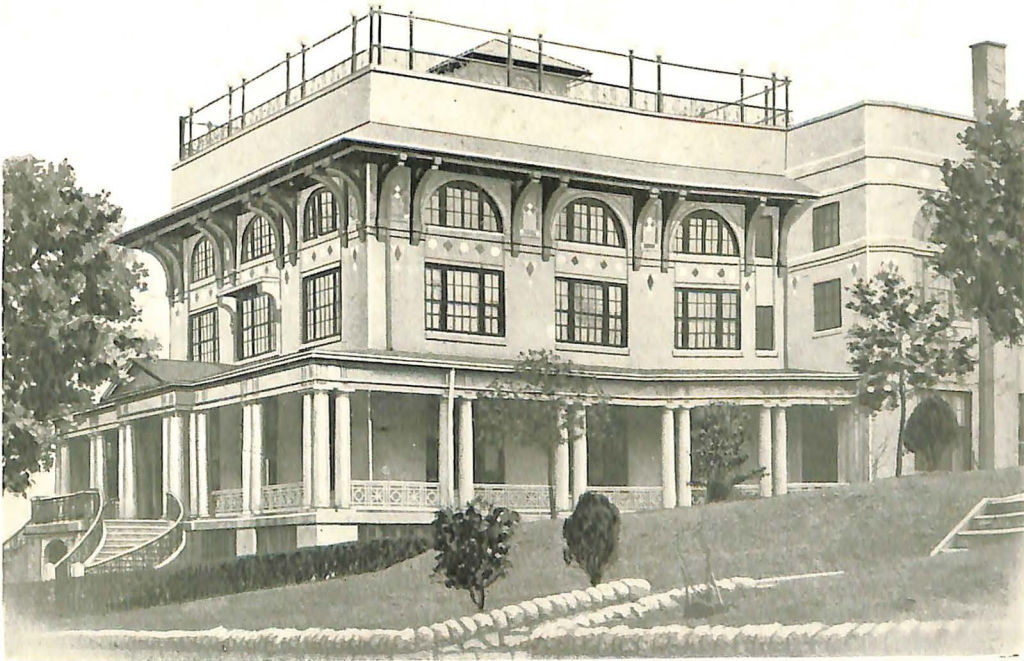




ESTABLISHED  
1886

# ROANOKE NATIONAL BUSINESS COLLEGE

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







E. M. COULTER  
*President Roanoke National Business College*  
*Roanoke, Virginia*



# Foreword



WHEREVER business men gather for discussion of the problems of production and distribution, the talk will turn to the amazing development of the South.

Startling as the growth of the South must seem to other sections, it is but the logical outcome of the growing realization of the overwhelming natural advantages that are here. The great trek Southward of Capital, Industry and Population was inevitable.

Here is a great and easily accessible market for commodities of all kinds. Business is good in the South. People can and do buy. Automobile registrations gained 23 per cent as against the national increase of 13 per cent during the past year. Building in the South last year increased 45 per cent over the preceding year.

Here is Opportunity! How can you best take advantage of it?

It is the young men and women of the South who must sooner or later face this question as an individual problem. Upon their shoulders will fall the responsibility of leading this prosperous country into the greater prosperity ahead.

To you, Southern Youth, this Book of Business is dedicated in the firm conviction that it will aid you as it has others in properly meeting these issues of progress.



# Faculty



- 1 E. M. COULTER
- 2 M. A. SMYTHE
- 3 MRS. E. M. COULTER
- 4 MISS HELEN CARTER
- 5 AMOS M. CASSEL
- 6 MRS. AMOS M. CASSEL
- 7 MISS GARNETT BOWMAN
- 8 W. B. KINCAID, JR.
- 9 MISS CLARA MAY COULTER
- 10 MRS. MARY P. MACGURN
- 11 MISS SAVANNAH LEFFEL
- 12 MISS GEORGIA MCCUTCHEON
- 13 MRS. D. C. BROWN
- 14 MISS FLOSSIE WALKER
- 15 L. O. FAGAN



# 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 HELEN CARTER  
*Secretary  
Office Training and Business Ethics*

AMOS M. CASSEL  
*Principal Introductory Bookkeeping Department,  
Mathematics and Penmanship*

MRS. AMOS M. CASSEL  
*Introductory Bookkeeping Department*

W. B. KINCAID, JR.  
*Principal English Department  
Bookkeeping and Salesmanship*

MISS CLARA MAY COULTER  
*Principal Shorthand Department  
Advanced Dictation*

MRS. MARY P. MACGURN  
*Principal Introductory Shorthand Department*

MISS SAVANNAH LEFFEL  
*Principal Intermediate Shorthand Department*

MISS GEORGIA McCUTCHEON  
*Principal Actual Business Department  
Spelling, Penmanship and Mathematics*

MRS. D. C. BROWN  
*Principal Touch Typewriting Department*

MISS FLOSSIE WALKER  
*Assistant Advanced Shorthand Department*

L. O. FAGAN  
*Principal Banking and Office Practice Departments  
Higher Accountancy and Business Administration  
Law and Mathematics*

MISS GARNETT BOWMAN  
*Cashier and Bookkeeper*

## ADVISORY BOARD

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

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*Pastor First Baptist Church*

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*Chairman of the Board, The Stone Printing and  
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President Borderland Coal Corporation*

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*General Manager, Times-World Corporation  
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*United States Representative from Sixth District*

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*Rector Christ Episcopal Church*

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

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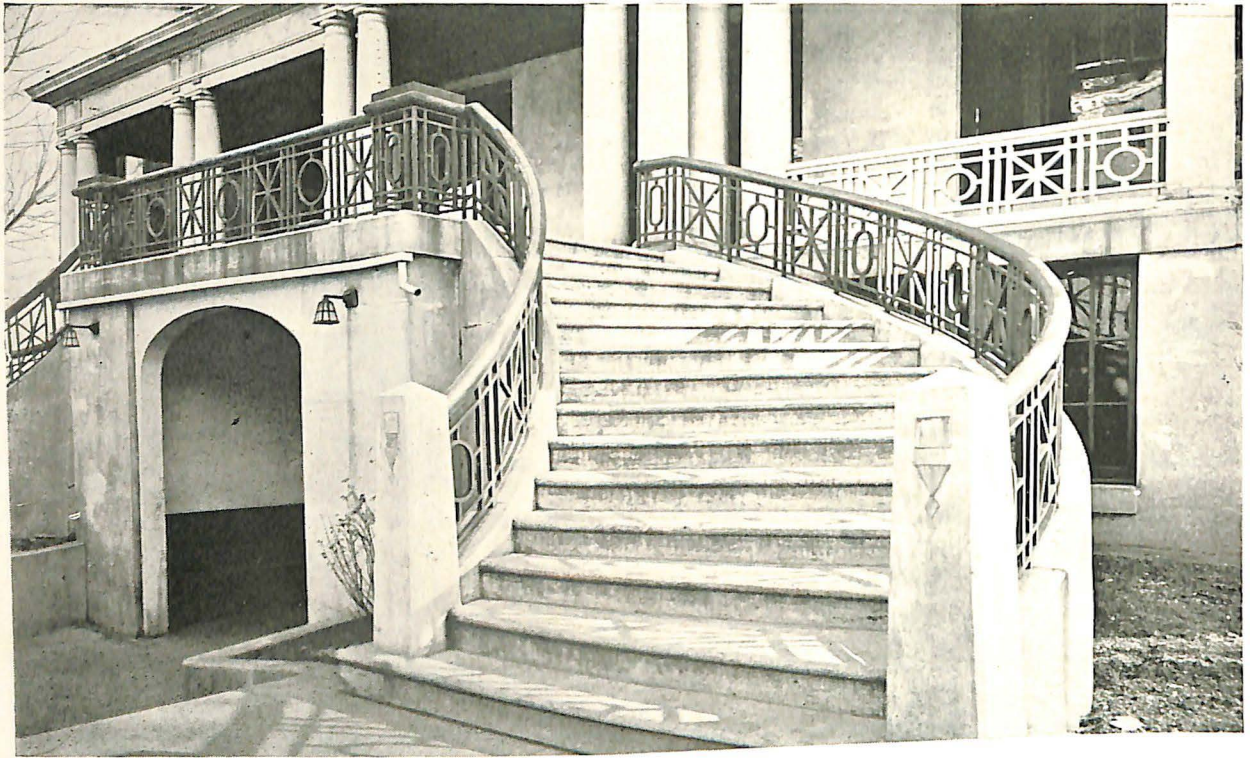
MRS. E. M. COULTER  
*Chairman*

MRS. S. HORTENSE ROPP  
*Lecturer*

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



# ROANOKE NATIONAL BUSINESS COLLEGE



MAIN ENTRANCE—*These Steps are Stepping Stones to Success*

## CHOOSING YOUR SCHOOL

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

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

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

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

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

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

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



## CHOOSING YOUR SCHOOL



*Private Offices of President and Vice President*

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

Although but forty-four years of age, the city and suburbs have a population of 78,000. Industrially it is proud and successful. Over eighteen thousand people are employed in its ninety varied industries, including railway shops, furnaces, structural iron plants, mills and other manufacturing enterprises. Its annual pay roll is in excess of \$22,250,000.00.

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

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

Roanoke is an educational center. Fourteen thousand children attend its public schools. Other educational institutions are numerous and prominent.

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

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

Roanoke has seven commercial banks, capital, surplus and undivided profits \$6,470,878.14. Deposits \$26,630,082.25; resources \$35,700,050.39. Last year's clearing of commercial banks \$308,763,720.86. Trust companies, building and loan associations, and industrial loan associations have a combined capital and surplus of \$1,754,729.94 and resources of \$2,308,369.81. Total banking resources \$38,008,420.20.

In all of these banks can be found graduates and former students of the Roanoke National Business College.

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

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

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

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

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



# ROANOKE NATIONAL BUSINESS COLLEGE



RECEPTION HALL AND LOBBY—Visitors Are Always Welcome

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

**Advantages of a Large School**—The advantages of a large school are similar to the advantages offered by any large enterprise. Any one who will stop to reason intelligently will recognize at once that a large enterprise can do many things, secure many benefits and afford many advantages not possessed by a smaller concern.

The large school attracts and secures better teachers.

The large school maintains a better equipment.

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

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

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

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

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

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

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

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

It has the advantage of separate departments and complete equipment.

It has the advantage of a strong united faculty.

Roanoke National Business College has the prestige of forty years of successful history.

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

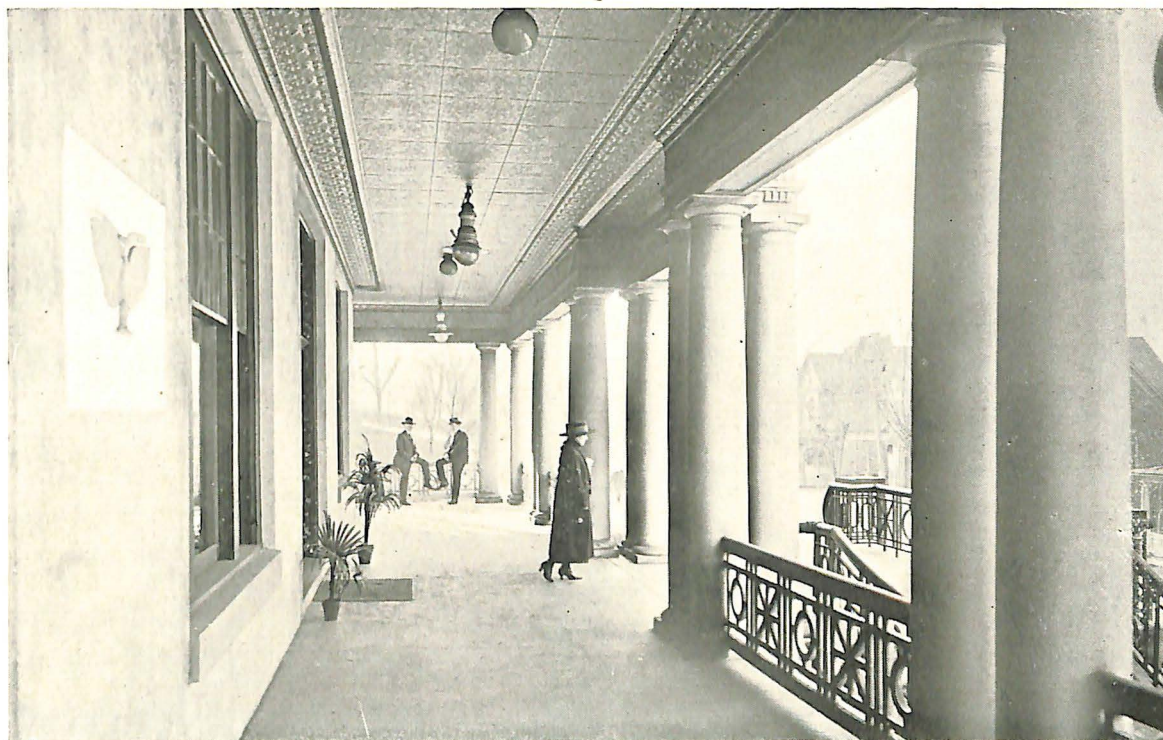
It has the advantage of a complete, concise, standard course of study, that provides every requisite for business success, which can be acquired in the shortest possible time.

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

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



## CHOOSING YOUR SCHOOL



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

**Our Relations With the Public and Other Schools—**We want to emphasize our position as regards pupils in public and other schools. It is not our wish or purpose to influence or advise a pupil who is doing well in the public or other schools to leave such institutions until he finishes his course or feels that it is time for him to take a business or shorthand course and begin to earn a salary. If you are attending school simply because your father or mother insists upon your doing so and you are not interested in your work and are not making good use of your time, the sooner you cease your attendance the better it will be for all concerned.

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

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

No student is kept in school one day longer than is necessary for him to do his work as it should be done.

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

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

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

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





*Entrance  
and Partial  
View of  
Auditorium*



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

## HOME ENDORSEMENT

**T**HE Roanoke National Business College is to be congratulated upon its home endorsement. Its Advisory Board, found on page 5, is alone proof of this endorsement. The members of this Board are among the best business and professional men of the City of Roanoke, and is ample proof to the prospective student that the school is all the catalogue claims for it. More than one-third of our annual enrollment is composed of students from the City of Roanoke which, investigation will clearly show, is unusual. We feel justly proud of our Roanoke patronage. Banks of Roanoke City secure practically all their clerical help from our school and the same

may be said of all other enterprises of the city. The Norfolk and Western General Offices, located in this city, employ hundreds of our students. The school not only enjoys the patronage, but the confidence, as well, of the best business and professional men of Roanoke.

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





*BUSINESS OFFICE IN CHARGE OF MISS CARTER—Modern Offices are Attractive to Men and Women*

## BUSINESS EDUCATION AND ITS GROWTH

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

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

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

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

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

Thus the purpose and object of the honorable business colleges were fixed not by the fancy or wishes of any one man or set of men, but by the conditions surrounding the commercial development of this country.

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

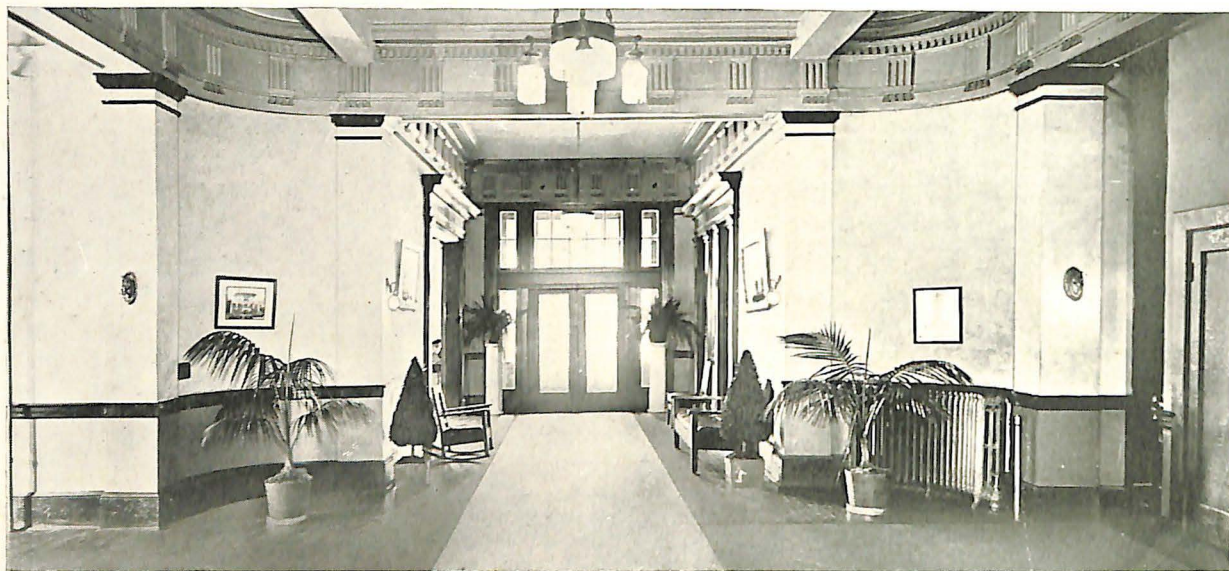
The phenomenal commercial growth of the South brings to us opportunities unparalleled in the history of the country; but if we are to attain a full measure of success, we must equip ourselves with education and training.

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

**Business, the Greatest Profession** — Business 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, in the early history of business colleges, three months' attendance covered the usual course, but as business



# ROANOKE NATIONAL BUSINESS COLLEGE



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

requirements became more exacting, business men demanded better and more thoroughly trained assistants. This exacting demand necessitated better training for those entering business life and to furnish this training the best business colleges lengthened and broadened their courses, making the average time of attendance at least eight to twelve months and, in many cases, a longer period.

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

The Roanoke National Business College is such an institution.

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

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

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

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

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

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

The Secretarial Course, referred to on Page 41, is particularly adapted to young women who aspire to a position of independence with substantial remuneration. The capable stenographer's or private secretary's position is far superior in returns and the nature of the work more agreeable and pleasant than that of the school teacher, the saleslady or the nurse.

School teaching is not profitable employment; nursing has its many disadvantages, while clerking has only limited opportunities and is neither pleasant nor profitable. There remains to the untrained young woman only the mill, the factory, or household duties, either at home or after an early, and possibly, an unwise marriage.

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

If you are a young woman with spirit, with energy, with mind, with some education, and with a willingness to work and the desire to be guided toward success, we can help you.

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



## BUSINESS EDUCATION AND ITS GROWTH

**To Public School Teachers**—There is no nobler or better calling than that of a school teacher, but, unfortunately, the world does not appreciate the good he does and his financial returns are not commensurate with his labors. No one ever accumulated any amount of this world's goods as a school teacher, unless he specialized and rose to the head of his profession in some one branch of education. He will never earn anything more than a nominal salary as a teacher of a public school. As a teacher of shorthand, typewriting, bookkeeping or penmanship, should he possess pronounced teaching ability, his services will be in demand at an attractive salary, with the added advantage that this same knowledge and proficiency could be immediately and continuously used in business at even a greater financial return. See Normal Training Course, pages 45 and 57.

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

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

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

When large corporations hire a young man as stenographer, they hire him as much for the possibilities that are in him as for his knowledge of stenography. They may see in him a future superintendent or manager, and therefore, the position of stenographer or of secretary to the president, manager or superintendent is a very desirable position. It



*College Office—Bookkeeper and Cashier*

enables a young man to study successful business men at close range by daily contact with them. He writes their letters, handles their mail, hears their conversations, sees big deals put through and learns the methods of modern business magnates.

## WILL IT PAY?

**P**ARENTS and young people sometimes debate with considerable seriousness the question of whether it pays to attend a commercial school. There are plenty of statistics to prove that it does pay. Careful surveys made by competent authorities prove that the difference between the average earnings of the person who is educated for a type of employment requiring special preparation is \$22,000.00 in excess of those of the person who can do only unskilled labor. This is upon the theory that the average earning period is forty years. Clearly, this means that a special education is worth \$22,000.00 and any boy in the eighth grade can easily determine whether an investment in a commercial course is profitable.

Another set of figures compiled for the purpose of showing the value of special training seems to make it very clear that a day in school is worth \$26.00 to the student in added earning power. However, the question of whether it is worth while to go to school

is being answered every day by the business world which steadily refuses to employ men and women who are untrained, and it is unable to secure enough who are trained.

The triumph of skilled hands over the untrained becomes more apparent day by day. Beyond doubt, the only real, practical way of getting a start in business is to be prepared to do something useful in a business office. A knowledge of accounts together with a thorough understanding of commercial law, business arithmetic, shorthand and typewriting, and the ability to write longhand rapidly and legibly is a passport to a position in any city. On the other hand, the untrained young man or young woman—the one that can do only what anybody else can do—finds it extremely difficult to get employment at any time, and impossible to get profitable employment.

The difference between being trained and untrained is the difference between being successful and unsuccessful.



# ROANOKE NATIONAL BUSINESS COLLEGE



*Norfolk and Western General Office Building where Hundreds of Former Students of the National are Employed*

## A FEW RAILROAD OFFICIALS, CHIEF CLERKS AND PRIVATE SECRETARIES TO N. & W. OFFICIALS, WHO HAVE ATTENDED THE NATIONAL BUSINESS COLLEGE

- |  |  |
|--|--|
| J. B. PARRISH, General Manager, C. & O. Railway Company, Richmond, Virginia.                   | A. W. OBENCHAIN, Assistant Chief Clerk to A. C. Needles, President, N. & W. Railway Company, Roanoke, Virginia.  |
| E. S. MOORE, Superintendent Transportation, N. & W. Railway Company, Roanoke, Virginia.        | A. M. FLIPPEN, Chief Clerk to W. J. Jenks, Vice-President, N. & W. Railway Company, Roanoke, Virginia.   |
| CLYDE COCKE, Purchasing Agent, N. & W. Railway Company, Roanoke, Virginia.                     | T. H. FARMER, Private Secretary to W. J. Jenks, Vice-President, N. & W. Railway Company, Roanoke, Virginia.  |
| J. W. WADE, General Storekeeper, N. & W. Railway Company, Roanoke, Virginia.                   | J. F. FARMER, Private Secretary to J. T. Carey, General Superintendent, N. & W. Railway Company, Roanoke, Virginia.                                      |
| D. W. REED, Auditor, Overcharge Claims, N. & W. Railway Company, Roanoke, Virginia.            | J. H. FLIPPEN, Chief Clerk to A. S. Payne, Superintendent, Norfolk Division, N. & W. Railway Company, Roanoke, Virginia.                                 |
| I. V. JESSE, Auditor, Disbursements, N. & W. Railway Company, Roanoke, Virginia.               | D. L. AGEE, Secretary to C. S. Churchill, Vice-President in Charge of Purchases, Real Estate and Valuations, N. & W. Railway Company, Roanoke, Virginia. |
| W. N. MONTGOMERY, Stationer, N. & W. Railway Company, Roanoke, Virginia.                       | MISS AGNES DOUGAN, Chief Clerk to Superintendent of Telegraph Department, N. & W. Railway Company, Roanoke, Virginia.                                    |
| A. C. TILLET, Tie and Timber Representative, Seaboard Air Line.                                | H. B. WADE, Chief Clerk, Electrical Engineer, N. & W. Railway Company, Roanoke, Virginia.  |
| E. G. KINNIER, Commercial Agent, Seaboard Air Line, West Palm Beach, Florida.                  |  |
| J. E. PITMAN, Claim Adjuster, N. & W. Railway Company, Roanoke, Virginia.                      |  |
| B. F. PENCE, Tax and Insurance Agent, N. & W. Railway Company, Roanoke, Virginia.              |  |
| J. H. GEARHART, Chief Clerk to A. C. Needles, President, N. & W. Railway Company, Roanoke, Va. |  |

## IN ANSWER TO THE QUESTION, "WHY SHOULD YOUNG MEN STUDY SHORTHAND?" ONE OF THE ABOVE OFFICIALS RECENTLY WROTE US:

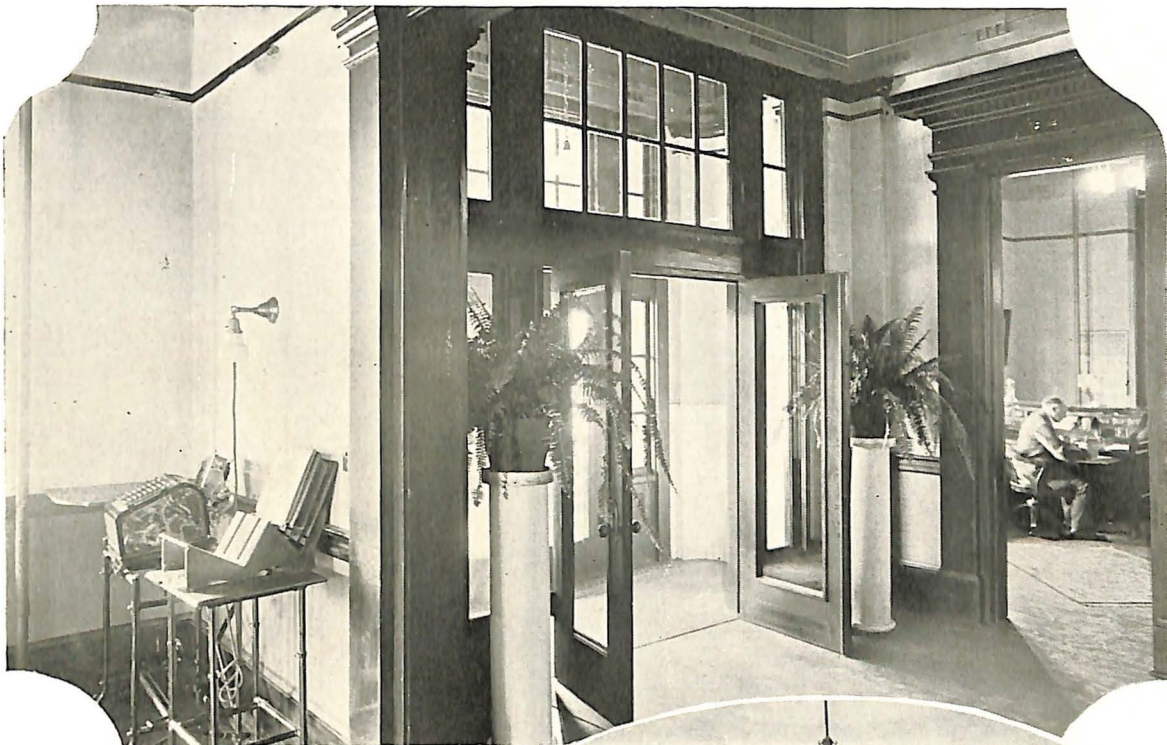
"I have noted with a great deal of regret that very few young men are studying shorthand at this time and find it entirely due to the mistaken ideas of the possibilities in store for any young man that wants to advance with big corporations.

"For instance, in railroad work, a stenographer comes in contact with officers more quickly through

the stenographic route than through any other route and if he has a desire to work and ability to absorb, there is no limit to his opportunities.

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





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

#### VISITORS

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

#### AN ACCREDITED SCHOOL

The National Association of Accredited Commercial Schools, of which this school is a member, is made up of those institutions that have been favorably passed upon by the business public and by the examining board of the Association. There have been admitted to membership only those schools that have fully



*Lobby and Elevator from West Entrance*

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.



## National Enjoys Wide Popularity

Eleven States and One Foreign Country 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 and one foreign country—from Florida to Texas and Mexico, and as



*These Are Our West Virginians. They Are Pacemakers Too*

far north as Massachusetts they came, and such popularity must be deserved.

Alabama, Colorado, Florida, Massachusetts, Ohio, Texas, Kentucky, Tennessee, Virginia, West Virginia, North Carolina and Mexico—all sent sons and daughters to N. B. C. for their commercial education. Virginia and adjoining states were naturally strongest in number.

The system of individual instruction used by the institution permits matriculation of entrants as well as graduations every week. Each Monday more young men and women start on the National way to a better day, replacing the ones who graduate every Friday.

The summer sessions continue in their growth and popularity. Each one surpasses the one preceding by a very substantial increase in number. Evidently



*North Carolina Sends this Fine Bunch of Tar Heels to N. B. C.*



*Roanoke Believes in the National. This Group of Roanokers is Evidence for the Assertion*

students and teachers alike are getting away from the mistaken idea that June, July and August should be wasted in idleness. More and more are they realizing the opportunities for advancement these vacation months offer and are taking advantage of them.



*The Shenandoah Valley Has More than Pretty Scenery—Good Business Executives Are Produced There. They Are Nationally Trained, of Course*



*Southwest Virginia, Inc., is Well Represented By this Splendid Group Encircling Elmwood Lake*



# GENERAL INFORMATION

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

Regular fall session opens first Tuesday in September.

Winter session opens first Monday in January.

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

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

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

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

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

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

Every opportunity is afforded the student to make the greatest possible progress. Absolute accuracy and a high degree of neatness are demanded. Thoroughness and complete mastery of every subject is required. See Pages 55 and 57 for description of courses and estimated length of time.

**Absence and Extension of Tuition**—Students re-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 and in advance when possible.

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

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

This report is mailed to parents or guardian each month.

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

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

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

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

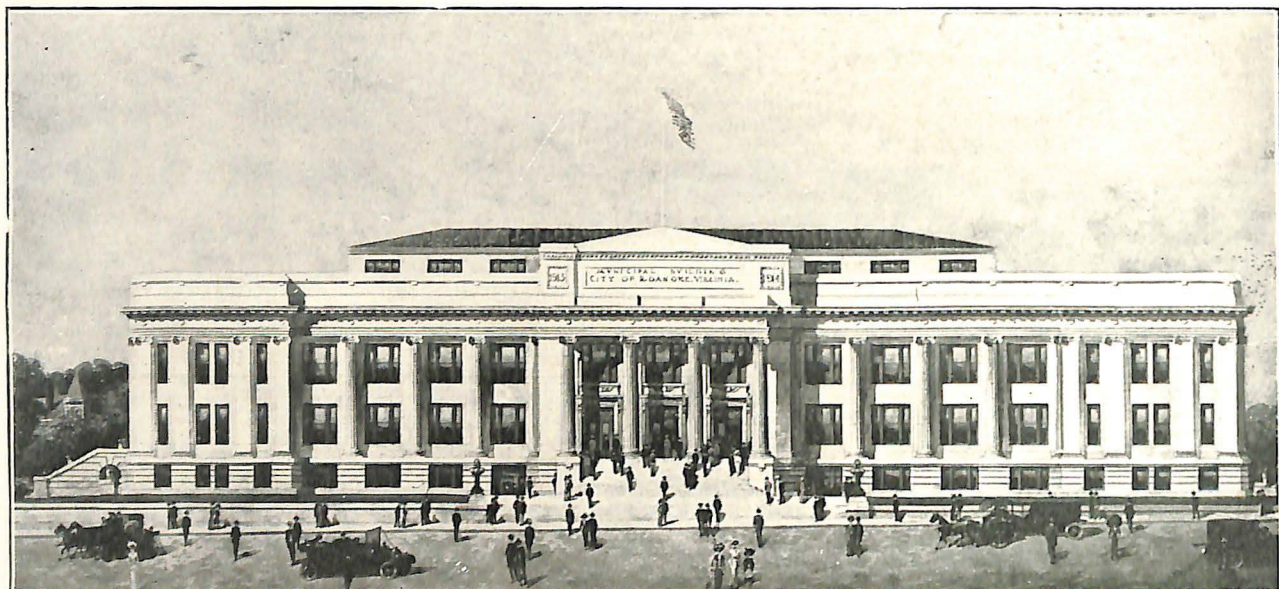
Pupils may at all times deposit any money or valuables in the College safe and withdraw it when desired.

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

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



# ROANOKE NATIONAL BUSINESS COLLEGE



*MUNICIPAL BUILDING, ROANOKE, VIRGINIA*

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

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

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

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

MISS ANNA ALLISON, Stenographer, Clerk's Office  
H. R. YATES, Desk Sergeant and Clerk, Police Dept.  
MISS HANNAH HARRIS, Secretary, City Manager  
MRS. ADA M. SMITH, Treasurer's Office  
H. C. STULTZ, Deputy Constable  
MISS BERTHA TUCKER, Stenographer, City Clerk and Auditor's Office.  
MRS. MARY E. RALEIGH, Deputy City Commissioner of Revenue

## 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 STONE, Instructor Commercial Department Jefferson Senior High School  
WILLIAM I. BARTLETT, Instructor English Department  
MISS WILMA CHAMBERS, Secretary to Principal of Lee Junior High School



## GENERAL INFORMATION

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

If at night and no boarding place has been engaged and no friends notified, special arrangements have been made for their entertainment at the Patrick Henry Hotel. This is Roanoke's new two million dollar hotel, and adjoins the National Business College building. It is one of the finest hotels in the South.

**Books and Stationery**—The books and stationery are kept in stock at the College. The cost of the books and stationery for the various courses may be found on pages 55 and 57, listed with the tuition for the respective courses. The importance of good text books cannot be overestimated. The texts 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.

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

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

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

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

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



*Patrick Henry Hotel—Virginia's Finest*

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

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

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

We do not urge you to complete your course merely that you may earn a diploma, but the student who secures his diploma, secures with it confidence and a sense of inherent ability that gives him greater power and carries him on to greater success.

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



# ROANOKE NATIONAL BUSINESS COLLEGE



SCOTT

FRED DAUGHERTY  
CHARLES L. OSBORNE  
G. M. MORRISON  
M. A. SMYTHE  
FRED REYNOLDS  
MARK CULBERTSON



PULASKI

MINNIE MARTIN  
JACK Haislip  
MAXINE UMBERGER  
LUCIE VAUGHN  
J. J. DUNCAN  
MARIE HARDY



GRAYSON AND  
CARROLL

C. C. STANLEY  
ZELLA MAY OGLE  
T. R. RORRER  
MARY VAIL BROWN  
S. L. WINGATE  
IOWA GARDNER  
KATHERINE PHIPPS  
FOY UTT  
RUBY COUCH  
LEAH KIRKMAN



GILES

HARRY MCCOY  
MARY KINZIE  
EDGAR S. SHUMATE

BESSIE HUGHES  
CLAY BOWLES  
FRED TAYLOR

ROBERT LUCAS

## A FEW VIRGINIA COUNTY CLUBS IN THE NATIONAL FAMILY

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

## DIPLOMAS AND DEGREES

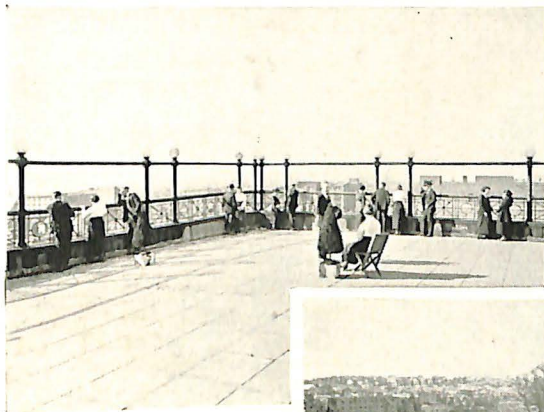
A handsome diploma is issued to students satisfactorily completing either of the following courses: Commercial, Banking, Secretarial, Stenographic, Complete Business, Salesmanship, Teacher Training, Higher Accountancy and Business Administration. Certificates are issued to those who complete the work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





*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 Halloween Carnival.*



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



*Below—View of beautiful Elmwood Park showing City Library Building and Mill Mountain.*

## BOARD AND LODGING

### PRIVATE HOMES

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

For the 40 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.



*a Large Number of Our Young Ladies Board and Room.*

*Some of the Best Residential Streets in the City Where*



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

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 a month in private family and in many cases where students have been boarding for years.

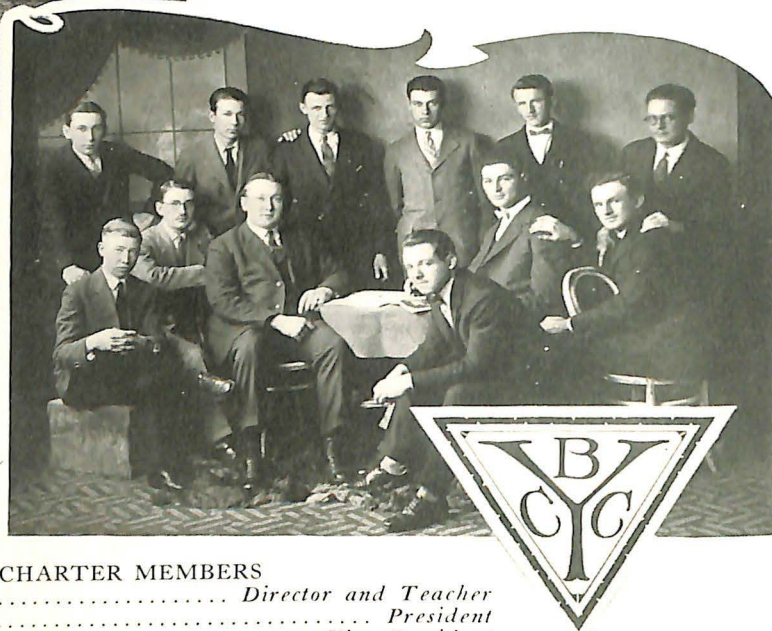


# ROANOKE NATIONAL BUSINESS COLLEGE



*Professor Cassel and His Bible Class—Moral and Spiritual Needs of the Students Are Not Overlooked. Bible Study is Offered as an Optional Course to All Students*

*The Business College Y Club—A Civic, Social and Religious Organization Founded here in 1926. It is Expected to Rapidly Gain Nation-wide Recognition Linking the Y. M. C. A. to Commercial Schools as it is Already Joined to Universities, Colleges and High Schools—The Club Meets Each Friday Evening at the Y. M. C. A.*



## CHARTER MEMBERS

L. B. HINDMAN .....	Director and Teacher
R. B. TRAVIS .....	President
B. B. WORRELL .....	Vice President
GAITHER GLASS .....	Secretary
JOHN R. MEYERS .....	Treasurer

HOBERT SCOTT  
EDGAR S. SHUMATE

C. C. STANLEY  
LANAN J. MARSHALL

PERRY G. HOYE  
R. O. HANKINS

WARD A. MEYERHOEFFER  
RALPH V. FRALIN

## NEW MEMBERS

C. F. DOVEL  
E. H. FURR

O. M. DUFFEY  
N. E. FLETCHER

W. W. CAMPBELL  
E. M. WILLIAMS

ROBERT LUCAS  
FOY UTT

## STUDENT ACTIVITIES

It is the policy of the National Business College to encourage all student activities designed for the promotion of student welfare and the advancement of college life.

Numerous activities of this nature are to be found here in the South's leading commercial college. They help care for the social, spiritual and physical needs of the student just as amply and efficiently as the school itself meets his mental requirements.

Receptions and entertainments by local civic organizations, churches, Sunday School classes, etc., augmenting the regular college social program bring an

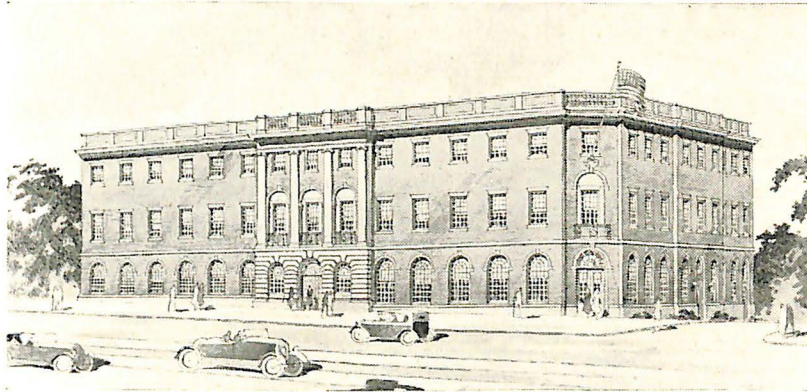
atmosphere of good fellowship conducive to happy, contented study.

Pastors of all churches of the city come upon invitation of the school to speak at chapel exercises and solicit the student's affiliation with the denomination of his preference while in the city. Bible classes conducted by Professor Cassel and Mr. Hindman are offered as optional courses without cost.

Our co-operative arrangements with the Y. M. C. A. and Y. W. C. A. provide the best of physical training at small expense.



## STUDENT ACTIVITIES



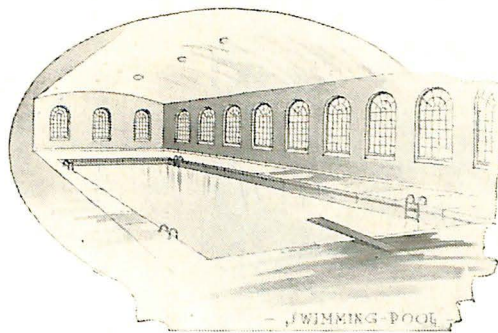
*NEW Y. W. C. A. BUILDING*

*One Block from N. B. C. Building and on the Same Street*

The Y. W. C. A. with its present rented quarters has its General and Health Education Offices, and its Social and Club Rooms at 102 Church Avenue, West. The Gymnasium being used is at the St. John's Parish House. The Residence quarters are located at 32 Franklin Road and accommodate transients, as well as a limited number of regular boarders.

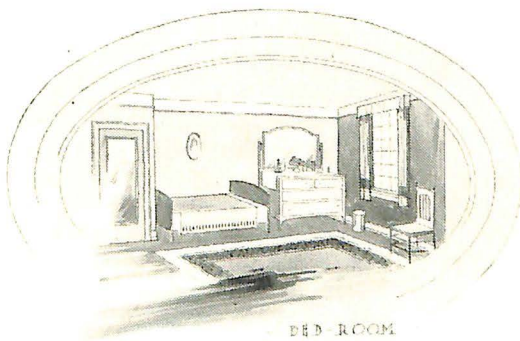
Young women attending the National Business College will always find a welcome at the Association, and the Secretaries in charge will be glad to give information or any other assistance desired. Many social features are also open and free to all.

The proposed new building of the Y. W. C. A. will be located at the Corner of Franklin Road and Henry Street and it is hoped that it will be completed by the Spring of 1927. This will offer more adequate facilities for all the departments, and will have the added advantage of an up-to-date Swimming Pool—the first all-year round pool for women in the city.

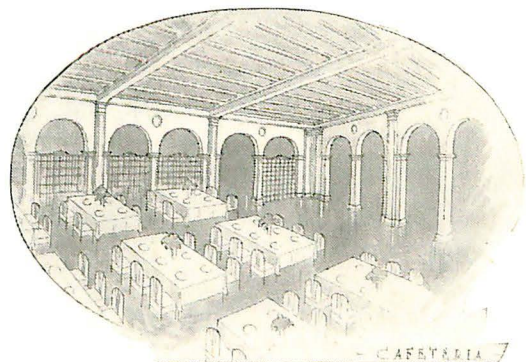


*Swimming Pool*

The Y. W. C. A. is a world-wide sisterhood which helps to develop every side of a girl's life and which seeks to bring life more abundant to its members, friends, and all with whom it comes in contact.



*Bed Room*



*Cafeteria*



# ROANOKE NATIONAL BUSINESS COLLEGE

*Swimming*



## BASKET BALL CHAMPIONS

*Industrial League*

WARD A. MEYERHOEFFER  
*Manager*

CAPTAIN ALBAN ROBERTSON  
*Forward*

RAY MINNICH  
*Forward*

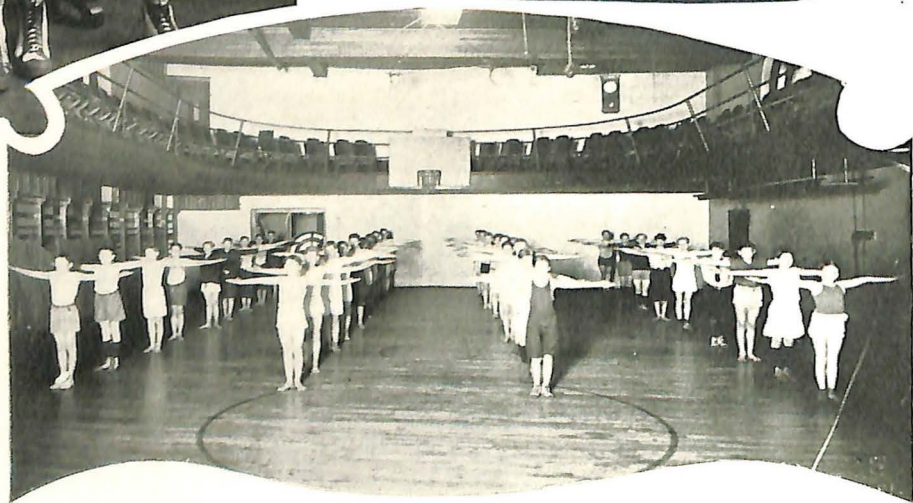
HOWARD WHITMORE  
*Guard*

E. E. CREASY  
*Guard*

GLEN HASSINGER  
*Center*

EILER YANCY  
*Guard*

*Calisthenics*





## STUDENT ACTIVITIES



*Y. M. C. A. Building*

## ATHLETICS

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

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

swimming pool is the delight of all who use it.

Special short term rates have been granted by the Y. M. C. A. for our students as follows: \$2.50 for three months; \$5.00 for six months. These fees may be paid to the College along with other school expenses. We recommend that our students join these classes as soon as possible after beginning their work in the National Business College.

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

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



*"Off for a Game"*

*"Graduates"*

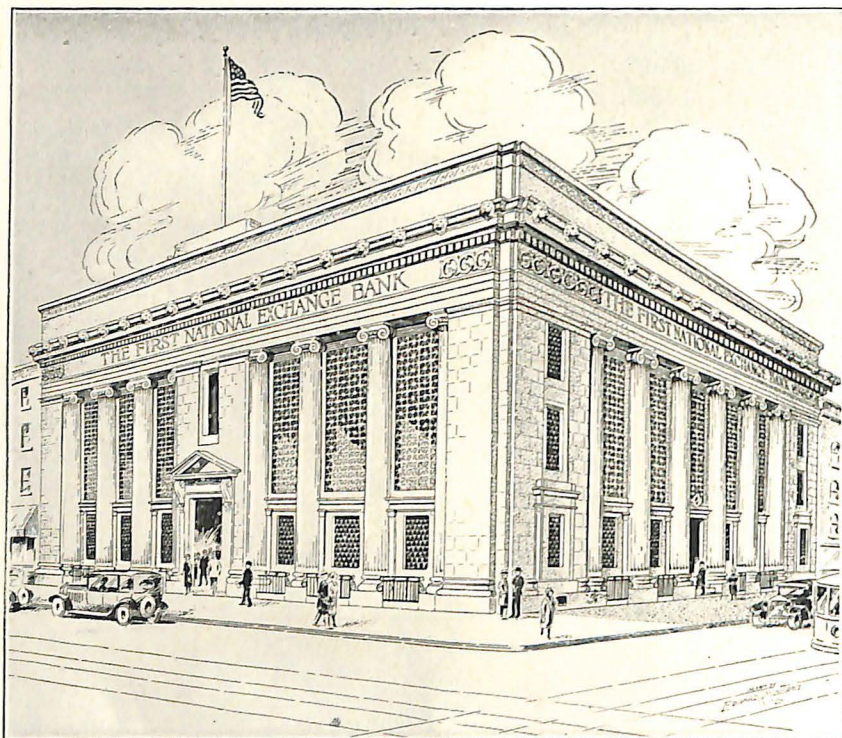
*Students  
At Play*

*At the Top of Mill Mountain*

*Scene Near Roanoke*



# ROANOKE NATIONAL BUSINESS COLLEGE



*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  
E. GRAY LINNEY, Assistant Cashier  
PAUL STONESIFER, Trust Office  
E. E. WEST, Jr., Manager Bookkeeping Department  
ELBERT J. MARTIN, Bookkeeper  
MRS. D. P. RAY, Jr., Bookkeeper  
EDWARD R. WATTS, Bookkeeper  
P. D. HERNDON, Bookkeeper  
MISS CHRISTINE MARTIN, Bookkeeper  
W. R. DYER, Bookkeeper  
MISS BLANCHE HUBBARD, Bookkeeper  
D. C. BROWN, Bookkeeper  
MISS MAYSIE SIBOLD, Bookkeeper  
MISS WILMA KEISTER, Bookkeeper  
MISS MABEL A. RICHARDSON, Clerk  
PAUL A. DUDLEY, Auditing Department  
W. B. FELTON, Auditing Department

MRS. IRENE PETTYJOHN, Statements  
MISS MARY G. DICKSON, Foreign Department  
MISS NELLIE REYNOLDS, Foreign Department  
MISS FRANCES HELLER, Foreign Department  
MISS THELMA YORK, Foreign Department  
MISS MARGARET PHILLIPS, Foreign Department  
MISS MARY C. HARRINGTON, Foreign Department  
MISS LUCILE CAMDEN, Savings Department  
MISS THELMA PAINTER, Savings Department  
L. M. PERRY, Head Teller  
FRANK DUFFEY, Teller  
ROBERT C. LEFFEL, Teller  
SOMERS BAILEY, Teller  
JAMES LOVE STONE, Teller  
GEO. V. BOONE, Teller  
MISS LILLIAN MADSEN, Secretary  
MRS. MARY C. BOGGESE, Secretary to President  
MRS. J. E. COMER, Stenographer





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

## EMPLOYMENT DEPARTMENT

Whether the placing of graduates in positions is properly part of the work of a school is frequently debated in educational circles, but we have always felt that the interest of the school in the student ought to go beyond the mere matter of instructing him, and in line with this theory the National Business College has supported a free employment bureau ever since it was organized.

It is the purpose of this bureau to bring together the candidate for a position and the right position. Manifestly, such a department must be managed with care and wisdom for there are already, as somebody has said, too many "round pegs in square holes and square pegs in round holes." In locating graduates and competent under graduates we give very special consideration to the question of whether the employee is being put into a position for which his training has qualified him and in which he may expect to work out a worthwhile 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.

Many of our students do not expect us to secure positions for them. Some come to us to be prepared to fill places that have been offered to them conditioned upon their getting ready for service—others expect to go into business for themselves, while many others take our courses preparatory to entering college, but to those who do apply for assistance, our employment bureau gives effective, intelligent, and cheerful service.

The demand made upon the Roanoke National Business College for graduates to fill responsible and lucra-

tive positions has, for a number of years, been greater than can be supplied.

We not only locate our graduates in our own vicinity but at distant points. We have facilities for taking care of such requests through our membership in the Universal Employment Bureau of the National Association of Accredited Commercial Schools to which Bureau our graduates are recommended and through which they are entitled to free placement in any part of the United States or Canada in which a school accredited by the National Association of Accredited Commercial Schools is located. This feature in itself makes it worth the while to attend an accredited business school.

We give the same care to the maintenance and direction 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 and ours will be identical, both while they are in school and after they have been introduced to the business community.

The successful experiences of the Roanoke National Business College for the past forty years in preparing young men and women for business positions has given the institution an enviable reputation among business men. Letters and telegrams are received almost daily from out of town firms.

Calls for help come to us from many lines of business. We place our graduates in wholesale houses, manufacturing plants, jobbing houses, banks, mining companies, department stores, railroad and insurance offices, commercial houses and in public offices of all

(Continued on Page 31)





*Rockbridge*



*Botetourt*



*Montgomery*



*Pittsylvania-Halifax*



*Wise*

**BOTETOURT—(Upper Right)**  
 Roy Breeden Flossie Walker  
 Marguerite Zimmerman Mrs. Gaynor Wyne  
 Frank Hartsell Stella Wills  
 Katherine Headrick Laura Alphin  
 Oscar Dufly Mary Ella Kinszie  
 Ruth Zimmerman Helen Bryant  
 Carrell Jesse Coffman  
 Bertha Milton Viola Mae Harris  
 Karl E. Keith Helen Phelps  
 Mary Alphin Howard Cook Milton

**ROCKBRIDGE—(Upper Left)**  
 Virginia Holstead Wave Carter  
 E. W. Tardy Viola White  
 C. N. Hickman Charles Moore  
 Beulah Wilson

**MONTGOMERY—(Upper Center)**  
 David Slusser Mildred Charlton  
 Helen Hunt Hall Myrtle Dickerson  
 Buford B. Stafford Harry McCoy  
 James Rigby, Jr. Virginia Haley

**PITTSYLVANIA - HALIFAX  
(Lower Center)**  
 Elma B. Wood Frank H. Allen  
 W. E. Guthrie Elma Bowman Hill  
 Melba Bailey

**WISE—(Lower Left)**  
 Ruth Guntner Esta Brown  
 Ann Pennington Flossie Davis  
 C. E. Stacey Ruth Pannill  
 Lily Green Ruth Sulbridge  
 Stewart Qualls Grace Johnson  
 Gladys Hurd Beulah Michael  
 M. A. Smythe Pauline Stanfield

*These Are a Few of the Old Dominion Counties Represented in the National's Congress of Future Business Executives*





*Patrick - Henry*



*Berryville, Va.*

**BUCHANAN - DICKENSON  
(Lower Center)**

A. J. Wallen	K. E. Elswick
M. R. Shortridge	Inez Morgan
Robert Flippo	

**FRANKLIN—(Upper Left)**

Jeanette Webb	Lloyd Doss
Maud Boitnott	Price Kinsey
Glady's Amos	Helen Jones
May Beckett	Albert Barnhart
Ivan Moore	Mary Claiborne Willis
Christine Prillaman	Ernest Doyle
Jane Angell	Myrtle Shiveley
Bentley Cheatum	

**PATRICK - HENRY—(Upper Right)**

T. J. Eggleston	Lee Elgin
Bess Prillaman	Sallie Bet Bryant
Helen Carter	Mattie Foley
Gus B. Cahill	Murray Atkins
Elise Minter	Lona Justice
Cecil Turner	Sam I. Joyce
Ethel Bullington	Estelle McCollum
Jack Stanley	R. S. Foley
Elizabeth Weatherman	Lillian McCollum
Nina Wright	

**BERRYVILLE, VIRGINIA  
(Upper Center)**

Joe Avis	John Kercheval
Mercy Kercheval	Miller McDonald

**BEDFORD—(Lower Right)**

Florence Redfield	Watkins Jennings
Nellie Watson	E. W. Craig
Reba Williams	Craddock Vaughn
Vernon W. Tomlinson	Carrie Turpin
Helen Jones	Bennett Kennedy



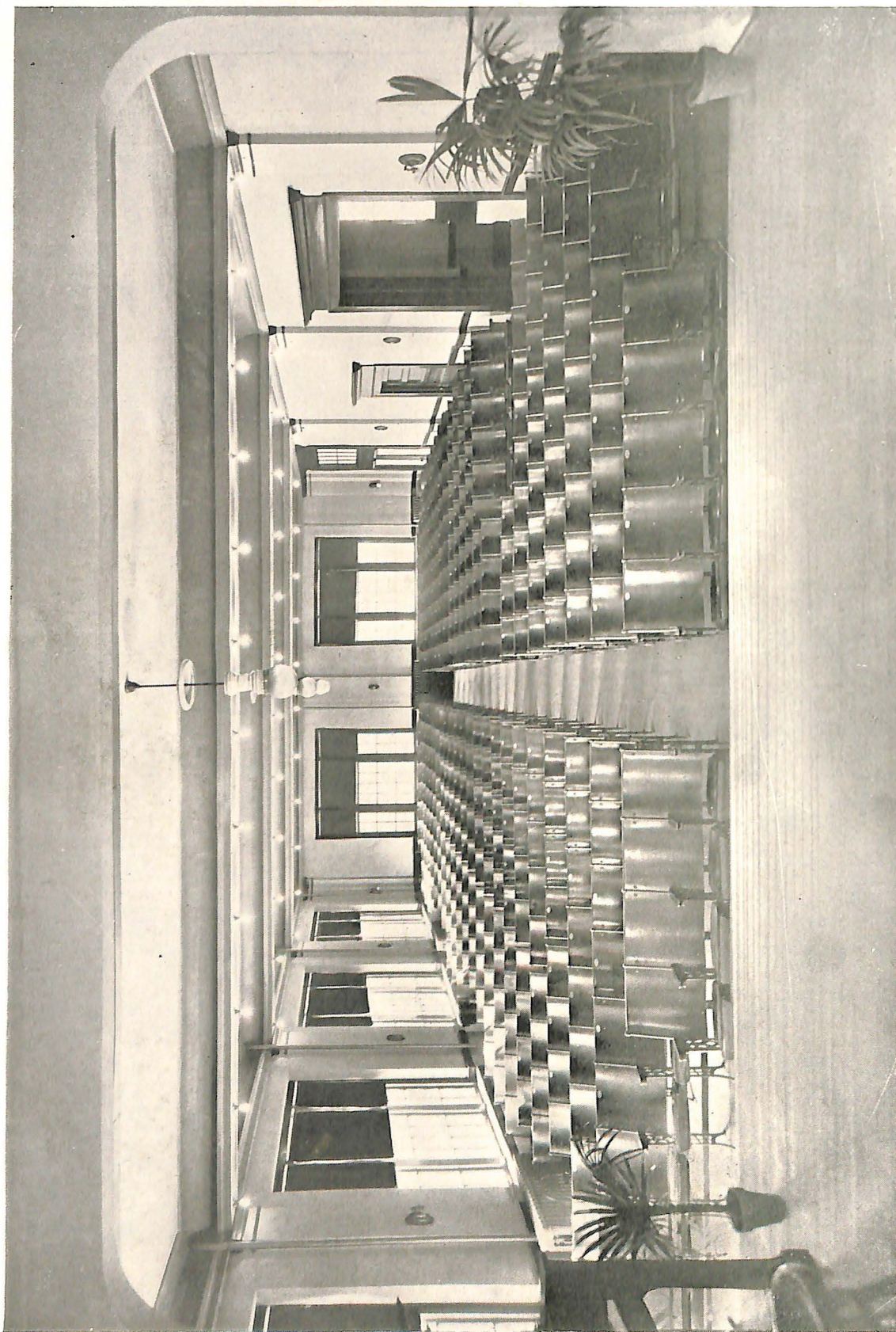
*Buchanan - Dickenson*



*Bedford*

*Eleven States and One Foreign Country Have Delegates in this Year's Student Body*





#### COLLEGE AUDITORIUM

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



# EMPLOYMENT DEPARTMENT

(Continued from Page 27)

kinds. There is scarcely a kind of business in the country in which our school is not creditably represented by young men and young women who are either just beginning their careers as employees or who have been promoted into large places of responsibility or have grown into proprietorships.

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

leave the selection entirely to them and engage those whom they recommend.

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

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

*Those Who Know N. B. C. Best—The Highest Endorsement Any School Can Have is to Be Accepted and Patronized By Those Who Know it Best*

*These Four Groups Represent Nearby Counties. National Prestige is Recognized at Home and Abroad*

FLOYD  
(Lower Left)

MAE WEEKS  
PRICE KINSEY  
LANAN MARSHALL  
PERCY LIGHT  
RALPH CANNADAY  
TRUMAN SMITH  
THURMAN SMITH  
JOYCE HUFF  
ARLENE REED  
RUBY WEEKS  
MRS. BESSIE THOMAS  
FREDA SLAUGHTER  
AUDREY CARR

SMYTH - WASHINGTON  
(Center)

CLARENCE HASH  
SARAH SHIPP  
B. G. WRIGHT  
MARY SCOTT  
HARRY LEE HESTER  
PAUL C. RUSH  
MARGARET HUGHES  
BERTHA HARDIN  
BETTY HUGHES  
GLEN HASSINGER

TAZEWELL  
(Lower Right)

R. S. MINNICK  
ELMER E. MCGEE  
J. D. CROCKETT  
L. F. RINGSTAFF  
CHARLES W. DUNSFORD  
SAM ROBINSON  
MAUD REYNOLDS  
R. O. HANKINS  
MARY ORR  
FRANCES SHREVE  
E. E. CREASEY  
MARJORIE McLAUGHLIN



WYTHE  
(Upper Right)

MRS. MARGARET SHAFFER  
W. L. GRINNELL  
ALMA ETTER  
MURIEL BALES







*SEPTEMBER FIRST ENROLLMENT  
(Less Than One Half Annual Student Body)*



*Introductory Typewriting Department*





ROANOKE NATIONAL BUSINESS COLLEGE  
*A Living Testimonial to the Efficiency and Success of This Splendid Business Training Institution*



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





*Introductory Bookkeeping Department*

## BANK DIRECTOR ATTRIBUTES SUCCESS TO NATIONAL TRAINING

### C. E. Richardson Made Rapid Strides to Success

C. E. Richardson, one of Pulaski's best business men, is proud of his diploma from the Banking and Commercial Departments of this institution. It has been the cause, he says, of his present success and prosperity. A broad review of Mr. Richardson's activities speaks for the rapid progress he has made.

Upon graduating from the N. B. C. his first position was that of bookkeeper for a West Virginia Corporation. In less than eight months the merit of superior service was recognized and he became a partner. Three years later the man who had been foremost in increasing the annual volume of business from \$50,000 to \$150,000 was made Secretary and Treasurer of the organization. That man was Richardson.

After a disastrous fire the following year which swept away everything but the training that had built the firm, that ability was directed to business building in Virginia.

As a resident of Pulaski, he has met with the same outstanding success. There associated with John S. Dix he organized the Dix-Richardson Company, Inc. Today he is Secretary and Treasurer of that big wholesale company, Director of the People's National Bank of Pulaski, Treasurer of the Pulaski Veneer Company, and has numerous interests in Southwest Virginia. Mr. Richardson is a leader worthy of imitation.

In commenting on his training at the National, he says, "I have always taken pride in speaking of the National Business College, and look back to my six months there as the most profitable six months of my life. Without the training and self-confidence that you instilled in me, I would have never made the success in business that I have. I wish to further assure you that I will always take pride in recommending your school to any young man or woman who desires to take a Business Course."



# BUSINESS DEPARTMENTS

**T**HIS 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 to make not only good bookkeepers and efficient office help but successful business men and high-grade accountants. Departments of Banking and Finance, Salesmanship, Accountancy and Business Administration are explained on subsequent pages and outlined on pages 55 and 57.

## COMPLETE BUSINESS COURSE

(Full Combined)

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 and some other reasons 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 careers.

This course covers practically all of the phases of modern office work, for which reason the new-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 all of the foregoing reasons for recommending our Complete Business Course is the fact that in many business houses the stenographer must have a knowledge of bookkeeping in order to secure and hold a position, while the bookkeeper is required to be able to do stenographic work. These requirements are made upon the theory that such a division of responsibilities and duties as makes practical automatons of employees is not in the best interests of the business.

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 55.

## COMMERCIAL COURSE

**O**UR 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 facilities 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 57.



# ROANOKE NATIONAL BUSINESS COLLEGE

## A FEW BANK OFFICIALS WHO HAVE ATTENDED THE ROANOKE NATIONAL BUSINESS COLLEGE

Also Showing Some of Roanoke's Financial Institutions



**LIBERTY TRUST COMPANY**  
*Roanoke, Virginia*

D. R. WOOD, National Bank Examiner, United States Government Official  
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. C. HYDE, Assistant Cashier, Buchanan National Bank, Buchanan, Va.  
A. B. CORRELL, Assistant Cashier, First National Bank, Christiansburg, Va.  
E. F. JESSIE, Cashier, Peoples Bank, Cleveland, 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, Ferrum, Va.  
C. A. COLLIER, Cashier, First National Bank, Galax, 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. GREER, Cashier, Bank of Riner, Riner, Va.  
M. W. TURNER, President, American National Bank, Roanoke, Va.  
G. C. HOLCOMB, Cashier, American National Bank, Roanoke, Va.  
E. G. LINNEY, Assistant Cashier, First National Exchange Bank, Roanoke, Va.  
T. L. ENGLEBY, Assistant Cashier, First National Exchange Bank, Roanoke, Va.  
PAUL STONESIFER, Trust Officer, First National Exchange Bank, Roanoke, Va.  
ALBERT C. HARRIS, Assistant Cashier, First National Bank, Vinton, Va.  
H. K. HARRIS, Assistant to Active Vice President, Flat Top National Bank, Bluefield, W. Va.  
B. W. ELLIS, Cashier, Merchants and Miners Bank, Welch, W. Va.  
ELLIS LANDRETH, Assistant Cashier, Merchants and Miners Bank, Welch, W. Va.  
PAUL DOWNS, Assistant Cashier, Merchants and Miners Bank, Welch, W. 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, Assistant Cashier, Merchants Bank, Rich Creek, Va.  
ZERA CANNADAY, Vice President and Cashier, Peoples National Bank, Brookneal, 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, Pennington Gap Bank, Pennington, Va.  
CURTIS JORDAN, Assistant Cashier, Pulaski National Bank, Pulaski, Va.  
MISS I. E. REDMOND, Assistant Secretary and Assistant Treasurer, Title Guarantee Trust and Savings Bank, Roanoke, 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, Bank of Anton, Anton, Va.  
MISS VIRGINIA BOYER, Cashier, Ben. Loan Society, Inc., Roanoke, Va.  
W. G. BAUGH, Assistant Cashier, Bank, Tazewell, Va.



**COLONIAL NATIONAL BANK**  
*Roanoke, Virginia*  
Resources Over \$4,000,000.00



# BANKING AND FINANCE COURSE

"Few Men Can Handle Money They Didn't Earn"

**T**HE 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 bookkeeping machines as part of the regular school equipment.

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

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

All books must be in perfect balance before the opening hour of the next day, thereby training our students who do this work not only to handle a large volume of business rapidly, but to handle it correctly. The books are closed monthly, at which time they are examined, surplus set aside, dividends declared and paid to stockholders, many of whom are students in our Actual Business Department.

Only those students who have shown ability in our Actual Business Department, who have good character and habits and have shown their qualifications for this high-grade work, are permitted to work in this bank, thereby insuring to our Actual Business students



**MOUNTAIN TRUST BANK**  
Roanoke, Virginia  
Resources Over \$4,000,000.00

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 57.



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





*Advanced Commercial and Banking Departments*



621 W. Washington Ave.  
South Bend, Indiana,  
March 24, 1926.

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

Dear Prof. Smythe:

In the business world I find that there is no surer way to success than through a course in the National Business College. Since graduating from the Bookkeeping and Banking Courses of the National in 1920, I have made almost unbelievable strides toward a successful goal.

I now hold a position as Chief Accountant and Auditor for a large syndicate of five Corporations at a good salary. They are: The Palace Theatre Corporation, Colfax Amusement Co., The Washington Colfax Realty Co., The Michigan-Colfax Realty Co., and The Mutual Life Insurance Company of Illinois (Illinois Agency only). The first four are Indiana corporations with headquarters at South Bend; the fifth is an Illinois corporation with headquarters in Chicago.

Let me thank you for the good the National has done for me. Without doubt the National Business College the South has ever known. Has the North better? NO.

Very truly yours,

(Signed)

CLARENCE MILLER.



# ACCOUNTANCY AND BUSINESS ADMINISTRATION

**T**HE 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.

A complete outline of our Accounting and Business Administration Course will be found on page 55.

## 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 57.



*QUALIFIED SPELLERS — The qualifying entrants of the Stenographic Department for participation in the annual spelling classic to determine the college champion.*

*A class in salesmanship attends a sample demonstration of the sale of a Royal Typewriter by a member of the class.*



Thirty-Nine



*Parliamentary Law Class*  
*One of the special lecture courses offered this year, with Mrs. Hampton Fleming official parliamentarian for the State Federation of Women's Clubs and State Parent-Teachers Association as instructor.*





*Introductory Shorthand Department*



### WINS LAURELS IN LEGAL REPORTING

**Elsie Cannon Rapidly Climbs to Prominence in Profession**

The National has many alumni of which it is justly proud. Among these Elsie A. Cannon, of this city, stands out prominently in legal reporting. She is a recognized leader in this field of stenographic endeavor.

Miss Cannon came to the National from Peru, Nebraska, where she had been attending the State Normal School. She proved an apt pupil and made rapid progress in the Shorthand Department. Upon leaving school she accepted her first law position with Jackson & Henson. Then followed a three-year connection with the firm of Morris & Hart before she became affiliated with the Legal Department of the Norfolk and Western Railway.

Today she is official reporter, United States District Court for the Western District of Virginia, reporting its sessions twice yearly in Lynchburg, Harrisonburg, Charlottesville, Danville, Abingdon, Big Stone Gap and Roanoke. She further holds the distinction of being the only woman member of the National Shorthand Reporters' Association from the entire state of Virginia.

The unusual quality of Miss Cannon's work is shown by the endorsement given her by Judge Hutton, who says, "She is one of the most accomplished stenographers that I have ever met in the practice of my profession of more than forty-five years."

—*National News.*



# STENOGRAPHIC DEPARTMENTS

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

**T**HE Complete Shorthand and Typewriting Course of the Roanoke National Business College is designed not for the purpose of producing mediocre stenographers who are capable of filling only secondary positions, but covers sufficient knowledge and training to make of an intelligent person, an efficient, thorough, capable stenographer and lays the foundation which with experience and continued practice will develop private secretaries and court reporters. The stenographic work of the National Business College is taught in three separate Shorthand Departments and two separate Typewriting Departments. Teachers for these departments are selected with the greatest care in order that students may have expert instruction at all times.

## SHORTHAND 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 57.

## 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 enables 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 55.





*ADVANCED SHORTHAND DEPARTMENT*

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



# THE TYPEWRITING COURSE

"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.

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

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

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

speed is only limited by the rapidity with which he can move his fingers.

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

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

Every student in the Roanoke National Business College, regardless of the Department in which he may be enrolled, is urged to learn touch typewriting. There is a minimum charge of \$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 Multi-graph; 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*





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



## TEACHER TRAINING COURSE

"First know where you want to go. Then concentrate upon fitting yourself to make the journey"

**N**ORMAL training has long been a distinctive part of the National's service to the South, but no specific course in that branch of Business Education has previously been offered here. For several years the National has been supplying High Schools and Colleges with teachers for their Commercial Departments, and the demand for these be-

came so great that the establishment of this Department became necessary. Many will take advantage of this new course as it is planned to meet the requirements of the State Board of Education for a special High School teacher's certificate.

A complete outline of our Teacher Training Course and its credit value will be found on page 57.

## CIVIL SERVICE EMPLOYMENT

**T**HERE 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.

## 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 busi-

ness. 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 businesslike 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.



# ROANOKE NATIONAL BUSINESS COLLEGE



*ABOVE — This quartet from the Land of the Long Leaf Pine sponsors the University of North Carolina as alumni of that institution.*



*TEACHERS of public and high schools who glimpsed a vision of a brighter future and a broader field of service through commercial education and took the National way to a better day.*

*POST GRADUATES 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.*

*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.*





# COURSES OF STUDY

## Course 1—Bookkeeping—Part A Credit Value—1 Point

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—1 Point

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—1 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—1 Point

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—1 Point

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—1 Point

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—2 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%.

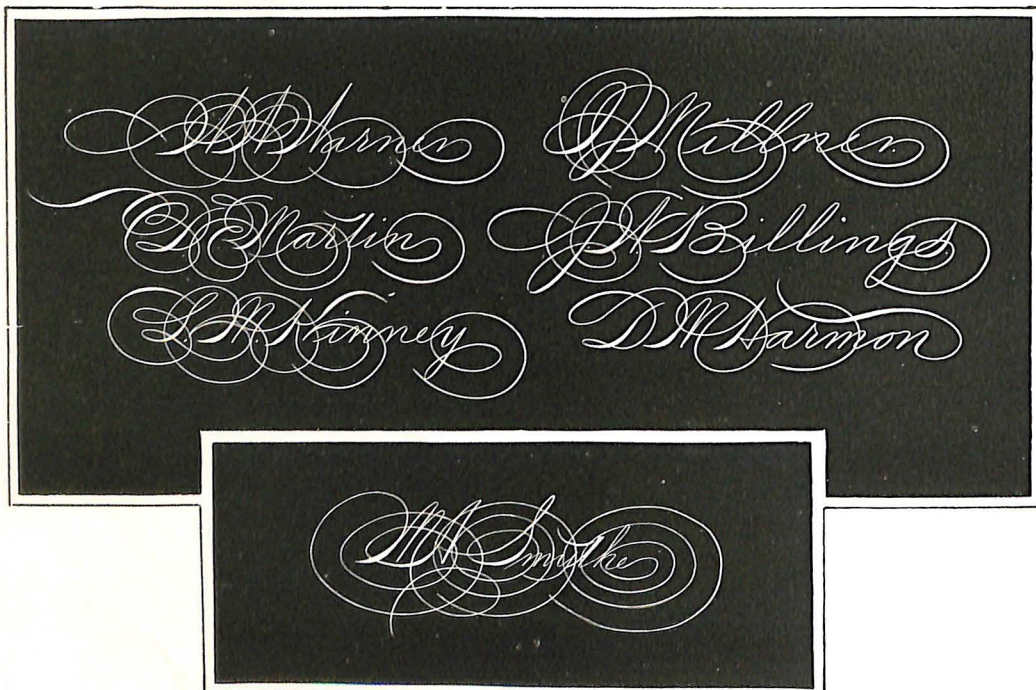
In connection with Shorthand B, C and D is a review class, in which word drills are given, including cities, states, proper names, and a general vocabulary; as well as phrases, word signs and their derivatives, hand movement, etc. Requirement for completion of Shorthand D is 125 words per minute from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



# ROANOKE NATIONAL BUSINESS COLLEGE



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



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



# COURSES OF STUDY

## 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—1 Point

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 45 net words per minute for which the student receives a gold pin suitably inscribed.

## Course 4—Touch Typewriting—Part C

Credit Value—2 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, manner; 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, carpentering, 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.



# ROANOKE NATIONAL BUSINESS COLLEGE

Frank Allen.

my Fifth Specimen

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
1 2 3 4 5 6 7 8 9 0

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
1 2 3 4 5 6 7 8 9 0

## PROGRESSIVE PENMANSHIP

Frank H. Allen submitted the required specimen of his penmanship for graduation. Here it is compared with his writing when he entered N. B. C.—a good example of National progress. It was this good business penmanship that attracted an employer and brought him to Roanoke for the interview which resulted in his being signed up a week before graduation for the position of his choice.



FRANK H. ALLEN

## MANAGEMENT

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

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

Mr. Smythe has inaugurated for a number of the

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

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



# COURSES OF STUDY

## 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, handwriting. 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

A course in professional writing, including business and ornamental penmanship, lettering and engrossing. 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 engrossing lines will find in Professor Smythe and President Coulter every encouragement and assistance. Clubbing rates of subscription are secured for our students to a number of excellent Penmanship periodicals, which are published monthly.

## 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 similar subjects are considered in this course.

## Course 18—Methods

Credit Value—2 Points

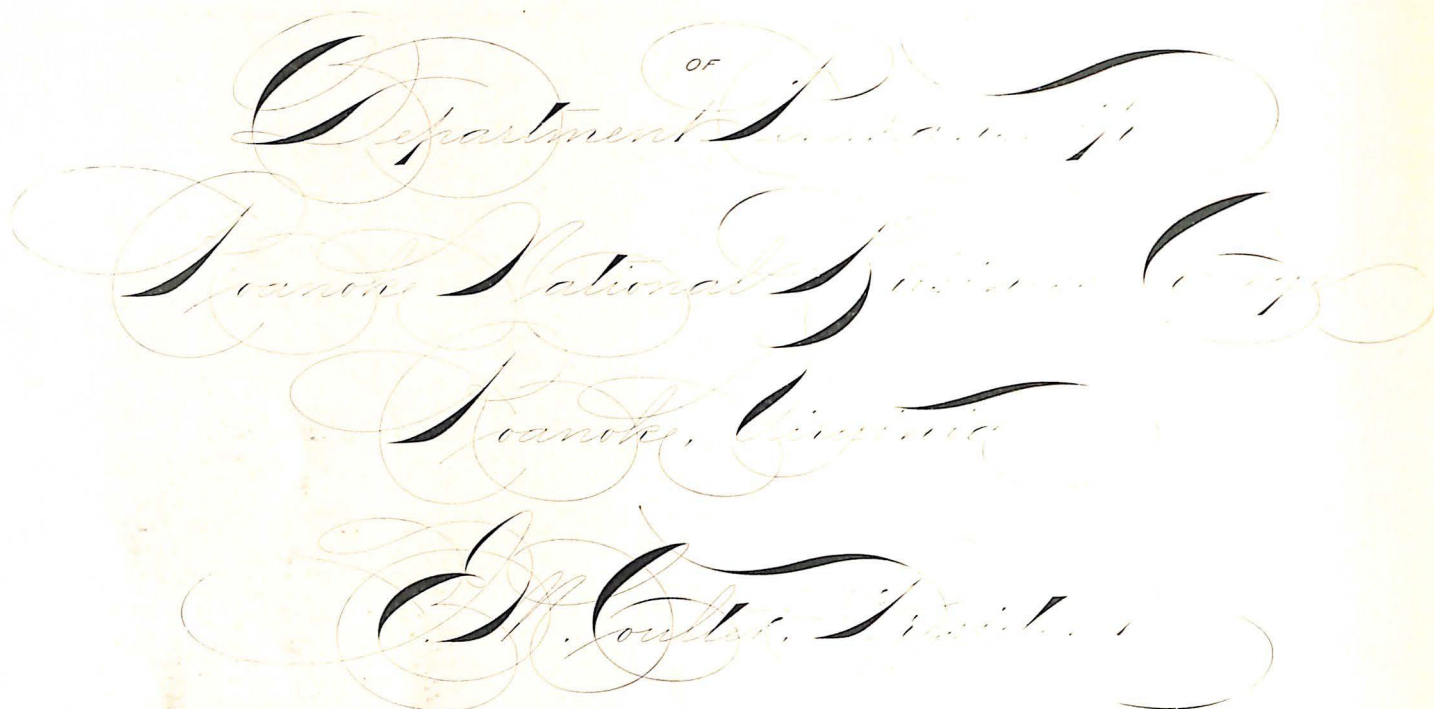
This course deals primarily with organization of classes, checking of work, necessary record keeping, standards for classes and individuals, tests and how to use them and practical teaching experience.

(Continued on Page 52)



# ROANOKE NATIONAL BUSINESS COLLEGE

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



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

## BUSINESS WRITING

Judge a School by its Work—Only School in State Where Students are Inspired by Work of Professional Penmen—Good penmanship is more essential than any other one subject taught in a business college. It is a passport to a good position. It has secured and held more good positions than any other one accomplishment. Bad handwriting has sent more letters of application to the waste-basket than any other one failing.

The Penmanship Classes in the Roanoke National Business College recite daily. The class drills, together with the home lessons, produce, in a few

months' time, an excellence in plain, rapid, unshaded business penmanship.

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

The 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.

## COURSES OF STUDY

(Continued from Page 51)

### Course 19—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 .....	1½ point
Mimeographing .....	1½ point
Adding and Listing .....	1½ 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 20—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.





*Roanoke's own high school, Jefferson Senior High, with an annual graduating class of nearly three hundred, sends more of its alumni to N. B. C. than to any other college*

*A Model Office Force—These six dynamos of business are typical of the graduating classes awarded diplomas each Friday. (right)*



LEAH KIRKMAN  
JUDITH DAWSON (medal)  
CLARICE SHEPARD  
LENA WOODLEY  
GLADYS AMOS



*Spellers of Success—These stenographers will never wear out the office dictionary. They are the crack spellers of the Stenographic Department, winners of the College Championship spelling laurels. (left)*

BERTHA HARDIN  
IOWA GARDNER  
ETHEL COLLINS  
FRANCES SHREVE  
HELEN CARTER

GRACE SHEPARD (medal)  
STELLA WILLS  
JOYCE HUFF  
HOBART SCOTT  
CARROLL DOVEL



# ROANOKE NATIONAL BUSINESS COLLEGE



*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.*

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



*Do it thoroughly is the belief of this progressive group so they enrolled for the complete business course.*

*The Department of Banking and Finance—Future Financiers master the principles of banking by doing banking in a real bank.*



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

*All groups represent less than one-half of the annual attendance*



# GRADUATE COURSES—TUITION PAYABLE IN ADVANCE

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

Tuition is payable in either of the following ways:

1. MONTHLY PAYMENTS—in which manner you pay each month as you take the courses.
2. THE SCHOLARSHIP PLAN—which gives you a liberal discount for cash.

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

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

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

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

## Secretarial Course

20½ Points Required  
Estimated Time, 10 to 14 Months

No.	Subject	Parts	Points
1.	Bookkeeping	A B	2
3.	Shorthand	A B C D	8
4.	Typewriting	A B	3
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

Typewriting C may be substituted for Shorthand D.

Tuition by the month .....	\$ 20.00
Scholarship, good for ten months .....	160.00
Books for this Course cost about .....	17.50

Students buying a ten months' scholarship will be charged \$17.00 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

No.	Subject	Parts	Points
	Commercial Course or its equivalent		
	Prerequisite		17½
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 .....	130.00
Books for this Course cost about .....	18.75

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

## Complete Business Course

(FULL COMBINED)

The greatest Demand is for Graduates of this Course

Points offered .....	35½
Points required for graduation .....	26½
Points optional (see optional subjects below) .....	9

Estimated Time, 14 to 18 Months  
COURSES OFFERED

No.	Subject	Parts	Points
1.	Bookkeeping	A B C D	4
2.	Banking and Finance	A B	2
3.	Shorthand	A B C D	8
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
Total			35½

### 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 26½ 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	2
10.	Penmanship	C	1
11.	Salesmanship and Business Efficiency		2
14.	Accounting	A	1

Points Optional 9

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	2
4.	Typewriting	C	2
10.	Penmanship	C	1
11.	Salesmanship and Business Efficiency		2

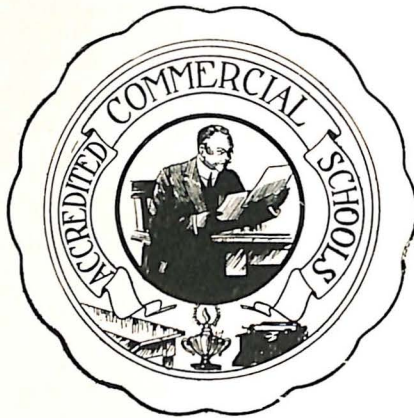
Points Optional 9

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 .....	210.00
Books for this Course cost about .....	24.85

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





THE EMBLEM OF EFFICIENCY

## STANDARDS OF PRACTICE

Adopted by the National Association of Accredited  
Commercial Schools

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

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

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



# GRADUATE COURSES

## Commercial Course

17½ Points Required  
Estimated Time, 8 to 10 Months

No.	Subject	Parts	Points
1.	Bookkeeping	A B C D	4
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

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 ..... 130.00  
Typewriting, good for Course ..... 10.00  
Books for the Business Course, about ..... 19.80

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

## Banking Course

17½ Points Required  
Estimated Time, 8 to 10 Months

No.	Subject	Parts	Points
1.	Bookkeeping	A B D	3
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

Tuition by the month ..... \$ 20.00  
Scholarship, good for eight months ..... 130.00  
Typewriting, good for Course ..... 10.00  
Books for Banking Course, about ..... 25.30

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

## Stenographic Course

16½ Points Required  
Estimated Time, 8 to 10 Months

No.	Subject	Parts	Points
3.	Shorthand	A B C D	8
4.	Typewriting	A B	3
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

Typewriting C may be substituted for Shorthand D.

Tuition by the month ..... \$ 20.00  
Scholarship, good for eight months ..... 130.00  
Books for the Shorthand and Typewriting Course, about ..... 11.70

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

No extra charge for use of typewriter.

## Salesmanship Course

15½ Points Required  
Estimated Time, 6 to 8 Months

No.	Subject	Parts	Points
11.	Salesmanship and Business Efficiency	Complete	2
1.	Bookkeeping	A B	2
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	½

Send for special Bulletins on Salesmanship.

Tuition by the month ..... \$ 20.00  
Scholarship, good for six months ..... 100.00  
Typewriting, good for Course ..... 10.00  
Books for this Course, about ..... 16.70

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

## Teacher Training Course

FOR COMMERCIAL DEPARTMENTS OF HIGH SCHOOLS AND COLLEGES

25½ Points Required  
Entrance Requirements, 4 Year High School  
Estimated Time, 12 to 14 Months

No.	Subject	Parts	Points
1.	Bookkeeping	A B C	3
3.	Shorthand	A B C	6
4.	Typewriting	A B	3
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	½
18.	Methods	Complete	2

Teachers desiring to specialize in Bookkeeping and Accounting May: SUBSTITUTE

Subject	Parts	Points
Bookkeeping	D	1
Banking and Finance	A B	2
Office Training	A	1
Accountancy	A	1
Income Tax Accountancy	Complete	1
Penmanship	C	1

Total ..... 7

FOR

Subject	Parts	Points
Shorthand	A B C	6
Office Training	B	1

Total ..... 7

Teachers desiring to specialize in Shorthand may omit the following Courses if desired:

Law		2
Bookkeeping	A B C	3
Arithmetic	A B C	3
Rapid Calculation	Complete	½

Thus leaving 17 points required for graduation and reducing the estimated time 2 to 3 months.

Tuition by the month ..... \$ 20.00  
Scholarship, good for twelve months ..... 180.00  
Books for this Course, about ..... 20.85

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

No extra charge for use of typewriter.



# ROANOKE NATIONAL BUSINESS COLLEGE



CARLISLE STAFFORD, First President  
Council of Standards

- 1 Akers, S. V., Roanoke, Va., Secretarial
- 2\* Austin, John W., Fincastle, Va., Commercial
- 3\* Armes, D. Jeanette, Cedar Bluff, Va., Shorthand
- 4 Altice, Violet, Moneta, Va., Shorthand
- 5 Ayers, W. H., Goshen, Va., Commercial and Banking
- 6 Apple, Lemley, Mayodan, N. C., Commercial
- 7 Altice, Frank, Wirtz, Va., Shorthand
- 8 Allen, Frank H., Dry Fork, Va., Commercial
- 9 Anderson, Kate, Wytheville, Va., Secretarial
- 10 Butcher, Ethel, Roanoke, Va., Secretarial
- 11 Booth, Pansy, Blacksford, Va., Shorthand
- 12 Brickey, Raymond, New Castle, Va., Commercial
- 13 Bowman, Garnett, Boone Mill, Va., Commercial
- 14 Bennett, Justice, Covington, Va., Commercial
- 15 Boley, Mabel, Salem, Va., Secretarial
- 16\* Beard, Orrin, Boone Mill, Va., Commercial
- 17\* Brammer, Mae, Vinton, Va., Secretarial
- 18 Bowles, Harry B., Glasgow Jet., Ky., Banking
- 19 Bowyer, Annie, Vinton, Va., Secretarial
- 20 Bowman, Ruth, Roanoke, Va., Shorthand
- 21 Bateman, Harry, Roanoke, Va., Commercial
- 22 Bryant, W. L., Matoaka, W. Va., Commercial
- 23 Beeson, C. L., N. Wilkesboro, N. C., Commercial and Banking
- 24 Beard, Irene, Roanoke, Va., Shorthand
- 25 Brown, Evett M., Scruggs, Va., Banking
- 26 Botkins, Russel, Mt. Jackson, Va., Commercial and Banking
- 27 Brammer, D. Frances, Vinton, Va., Secretarial
- 28 Bales, Muriel, Rural Retreat, Va., Shorthand
- 29 Bonner, C. E., Warm Springs, Va., Banking
- 30 Bevins, Hugh P., Wise, Va., Commercial
- 31 Beckett, May, Roanoke, Va., Shorthand
- 32 Buchanan, Roy F., Saltville, Va., Commercial
- 33\* Compton, Helen, Vinton, Va., Shorthand
- 34 Culbertson, B. D., Nickelsville, Va., Banking
- 35 Craddock, Esther, Roanoke, Va., Shorthand
- 36 Creasy, Elmer, Bedford, Va., Secretarial
- 37\* Corbin, Ethel, Roanoke, Va., Secretarial
- 38 Colley, T. J., Tivis, Va., Commercial
- 39 Camden, Lucille, Big Island, Va., Shorthand
- 40 Caldwell, T. W., Rocky Gap, Va., Commercial
- 41 Campbell, Stacey, Roanoke, Va., Shorthand
- 42 Carter, L. C., Selma, Va., Commercial
- 43 Cardwell, Annie E., Roanoke, Va., Secretarial
- 44 Crews, Elizabeth, Martinsville, Va., Shorthand
- 45 Cregar, S. G., W. Radford, Va., Commercial
- 46 Clingenpeel, H. A., Boone Mill, Va., Banking



# LIST OF GRADUATES



EMMA G. HAGER, Second President  
Council of Standards

- 47 Coulter, Dorothy, Roanoke, Va., Commercial
- 48 Cassidy, Bernardine, Bluefield, W. Va., Secretarial
- 49 Champion, Lela, Lawndale, N. C., Shorthand
- 50 Cock, Peyton C., Pizarro, Va., Secretarial
- 51 Covington, Emma L., Bridgewater, Mass., Commercial and Banking
- 52 Cheatham, B. A., Wirtz, Va., Secretarial
- 53 Carr, Audrey A., Roanoke, Va., Secretarial
- 54 Carter, Helen V., Stuart, Va., Shorthand
- 55 Craig, Carroll, Bassett, Va., Com'l and Banking
- 56 Cleek, R. G., Bacora, Va., Banking
- 57 Collins, Ethel I., Bessemer City, N. C., Secretarial
- 57A Camden, Jessie, Big Island, Va., Shorthand
- 58\* Dixon, Claude M., Danville, Va., Commercial
- 59 Dodgion, Hazel, Wytheville, Va., Secretarial
- 60 Doss, Thelma, Roanoke, Va., Secretarial
- 61 Dickson, Mary, Vinton, Va., Secretarial
- 62 Denny, Oscar, Pinnacle, N. C., Commercial
- 63 Draper, Alene, Roanoke, Va., Secretarial
- 64 Duncan, J. T., Fincastle, Va., Commercial and Banking
- 65 Dovel, Carol F., Stephens City, Va., Commercial and Banking
- 66 Doyle, E. H., Figsboro, Va., Commercial
- 67 Dooley, J. B., Bedford, Va., Commercial
- 68 Davis, Charlie, Haysi, Va., Commercial
- 69 Drewry, Catherine, Roanoke, Va., Secretarial
- 70 Dellinger, J. W., Mt. Jackson, Va., Commercial and Banking
- 71 Dawson, Judith, Afton, Va., Shorthand
- 72 Eggleston, T. J., Axton, Va., Com'l and Banking
- 73 Eanes, Ernest R., Axton, Va., Commercial
- 74\* Elliot, S. E., Gate City, Va., Banking
- 75 Fields, C. M., Pleasant Garden, N. C., Commercial
- 76 Firebaugh, Lula, Fincastle, Va., Shorthand
- 77\* Frazer, Millard F., Clifford, Ky., Commercial
- 78 Flaherty, K. D., Eagle Rock, Va., Commercial
- 79 Farmer, Harry A., Welch, W. Va., Shorthand
- 80 Fridinger, Katherine, Roanoke, Va., Shorthand
- 81 Fralin, R. V., Air Point, Va., Com'l and Banking
- 82 Frith, Sue Emma, Sydnersville, Va., Shorthand
- 83 Fitts, Evelyn, Martinsville, Va., Secretarial
- 84 Ferguson, Margaret, Glade Spring, Va., Shorthand
- 85 Fields, R. H., Pleasant Garden, N. C., Commercial
- 86\* Gilmore, Regina, Covington, Va., Shorthand
- 87 Garst, Russel, Roanoke, Va., Commercial
- 88 Gilpin, G. B., Abingdon, Va., Com'l and Banking
- 89 Gettle, Aileen, Victoria, Va., Commercial
- 90 Godfrey, Robert W., Roanoke, Va., Shorthand





# ROANOKE NATIONAL BUSINESS COLLEGE



ROBERT H. MURRAY, Third President  
Council of Standards

- 91 Graham, Spencer, Belfast Mills, Va., Secretarial
- 92 Grogan, Robert, Mayodan, N. C., Commercial
- 93 Goode, Joseph H., Bassett, Va., Commercial
- 94 Garst, S. Elsie, Salem, Va., Shorthand
- 95 Grinnell, W. L., Wytheville, Va., Commercial
- 96 Gilmore, Syble, Williamson, W. Va., Secretarial
- 97 Gardner, Iowa, Dugspur, Va., Shorthand
- 98 Guthrie, John R., Pearisburg, Va., Commercial
- 99 Giles, Bertie, Roanoke, Va., Secretarial
- 100 Grabeel, E. S., Hagan, Va., Com'l and Banking
- 101 Gills, Ambrose, Bedford, Va., Commercial
- 102 Hubbard, Mildred, Roanoke, Va., Shorthand
- 103 Hager, Emma, May Meadows, Va., Complete Business and Banking (H. G. B.)
- 104 Hudgins, Allen P., Roanoke, Va., Complete Business (H. G. B.)
- 105 Henderson, P. R., Troutville, Va., Commercial
- 106 Hite, Ruth, Martinsville, Va., Secretarial
- 107 Harris, A. Q., Cloverdale, Va., Secretarial
- 108 Boback, Lillie, Roanoke, Va., Shorthand
- 109 Higginbotham, C. R., Sandlidges, Va., Com'l
- 110 Housman, Willie, Fincastle, Va., Secretarial
- 111 Bail, Maisie, Roanoke, Va., Shorthand
- 112 Hughes, Bessie, Stauntonville, Va., Secretarial
- 113 Hallatt, Arthur, Vera Cruz, Mex., Commercial
- 114 Harris, W. F., Elkton, N. C., Shorthand
- 115 Harris, W. B., Roanoke, Va., Commercial
- 116 Harris, Mae, Phenix, Va., Shorthand
- 117 Hite, Elizabeth, Roanoke, Va., Shorthand
- 118 Hardin, Bertha, Abingdon, Va., Shorthand
- 119 Hoffman, Ina S., Roanoke, Va., Secretarial
- 120 Huff, Joyce, Otey, Va., Secretarial
- 121 Inge, Alice, Roanoke, Va., Complete Business (H. G. B.)
- 122 Isdell, Rozelle, Vinton, Va., Secretarial
- 123 Junkin, Alice, Roanoke, Va., Shorthand
- 124 Joyce, Edgar, Critz, Va., Commercial
- 125 Jabbour, Emily, Roanoke, Va., Secretarial
- 126 James, Frank L., Copper Hill, Va., Commercial
- 127 Jones, Russell G., Salem, Va., Shorthand
- 128 Jones, Opal Mae, Blacksburg, Va., Shorthand
- 129 Jones, George H., Ridgeway, Va., Banking
- 130 Johnston, Harriet, Salem, Va., Shorthand
- 131 Jamison, Mary, Roanoke, Va., Shorthand
- 132 James, Dorothy, Salem, Va., Shorthand
- 133 Johnson, P., Seven Mile Ford, Va., Commercial
- 134 Kinzie, Sarah, Elliston, Va., Shorthand
- 135 Kennard, L. E., Roanoke, Va., Com'l and Banking



# LIST OF GRADUATES



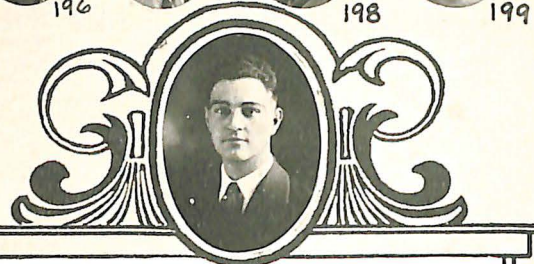
**RALPH V. FRALIN, Fourth President  
Council of Standards**

- 136 Keith, Karl E., Troutville, Va., Commercial
- 137 Kiser, Lincoln, Barton Ford, Va., Commercial
- 138 Knight, Otis, Fieldale, Va., Secretarial
- 139 Kirkman, Leah, Roanoke, Va., Shorthand
- 139\* Kerner, Gilmer, Salem, Va., Commercial
- 140\* Lavinder, H. E., Rocky Mount, Va., Commercial and Banking
- 141\* Lefler, Robert, Herndon, W. Va., Commercial
- 142 Lineberry, Daisy, Galax, Va., Shorthand
- 143 Lathrop, Margaret, Roanoke, Va., Secretarial
- 144 Love, Mary Ella, Stanley, Va., Shorthand
- 145 Lawson, Junius P., Pinnacle, N. C., Commercial and Banking
- 146 Levy, Harold H., Welch, W. Va., Shorthand
- 147 Lane, Ella Mae, Broadway, Va., Shorthand
- 148 Lugar, Louise, Fincastle, Va., Shorthand
- 149 Larrick, Sadie, Middletown, Va., Shorthand
- 150 Lineberry, B. B., Galax, Va., Commercial
- 151 Lipari, Jeanne, Minden, W. Va., Shorthand
- 152 Light, Ernest L., Cascade, Va., Commercial
- 153 Lugar, Ava, Roanoke, Va., Shorthand
- 154 Lam, Ola Irene, Elkton, Va., Shorthand
- 155 Long, Sue, Roanoke, Va., Shorthand
- 156 Long, Tida, Roanoke, Va., Shorthand
- 157 Ligon, Richard, Roanoke, Va., Commercial
- 158\* Morgan, Helen, Roanoke, Va., Shorthand
- 159\* Morgan, Beatrice, Roanoke, Va., Shorthand
- 160 Meadows, Mildred, Roanoke, Va., Shorthand
- 161 Martin, Fuller, Ripplemead, Va., Commercial
- 162 Michael, R. E., Bluefield, W. Va., Commercial
- 163 McIntyre, Martha, Snowdown, Ala., Shorthand
- 164 Moorman, Evelyn, Roanoke, Va., Shorthand
- 165\* Moore, Helen, Roanoke, Va., Com'l and Banking
- 166 McGeorge, L. H., Vinton, Va., Com'l and Banking
- 167 Mullens, Hassie B., Roanoke, Va., Shorthand
- 168 McFadden, Ruth, Covington, Va., Shorthand
- 169 Moorman, Nannie, Roanoke, Va., Shorthand
- 170 Meade, M. T., Roanoke, Va., Commercial
- 171 Marshall, Kathleen, Bedford, Va., Shorthand
- 172 McGehee, Nell E., Pounding Mill, Va., Shorthand
- 173 McCutcheon, Eddie, Roanoke, Va., Secretarial
- 174 Musselman, Mildred, Salem, Va., Shorthand
- 175 McNeil, J. G., N. Wilkesboro, N. C., Banking
- 176 Murphy, E. F., Stella, Va., Commercial
- 177 Murray, R. H., Troutville, Va., Complete Business and Banking (H. G. B.)
- 178 Mays, Ben W., Clifford, Va., Secretarial
- 179 Martin, Alton L., Vinton, Va., Secretarial
- 180 Meyerhoeffer, W. A., Bridgewater, Va., Com'l
- 181 Maust, Dorritt, Roanoke, Va., Secretarial





# ROANOKE NATIONAL BUSINESS COLLEGE



**GAITHER R. GLASS, Fifth President**  
Council of Standards



- 182 Melton, Perry, Mabscot, W. Va., Com'l and B'nk'g  
183 Northcross, Frances, Elliston, Va., Shorthand  
184 Neily, Ella Wilson, Wytheville, Va., Secretarial  
185 Otey, Lithia, Salem, Va., Secretarial  
186 Owen, Mary, W. Jefferson, N. C., Secretarial  
187 Owen, Ollie, Hansonville, Va., Secretarial  
188 Overstreet, Margaret, Roanoke, Va., Shorthand  
189 Pittard, Odessa, Roanoke, Va., Secretarial  
190\* Patterson, Ruby, Roanoke, Va., Secretarial  
191 Pulliam, N. M., Spray, N. C., Commercial  
192 Pratt, Susan, Roanoke, Va., Shorthand  
193 Pence, Adam F., Limestone, Tenn., Commercial and Banking  
194\* Peters, Alva K., Roanoke, Va., Shorthand  
195 Pedigo, Louise, Vinton, Va., Shorthand  
196 Prillaman, Christine, Calloway, Va., Secretarial  
197 Prince, J. A., Olaf, Va., Com'l and Banking  
198 Prillaman, Bess J., Bassett, Va., Shorthand  
199 Quicke, Ruby B., Fincastle, Va., Shorthand  
200 Remanek, J. S., Eccles, W. Va., Commercial and Banking  
201 Robinson, Cleo, Salem, Va., Shorthand  
202 Rice, Murrell, Vinton, Va., Shorthand  
203 Reed, Susie, Roanoke, Va., Shorthand  
204 Roberts, Kathleen, Roanoke, Va., Shorthand  
205 Rakes, Eura, Rocky Mount, Va., Complete Business (H. G. B.)  
206 Roberson, Curtis, Roanoke, Va., Secretarial  
207\* Rowe, Glenn, Johnson City, Tenn., Commercial  
208 Rankin, Reid, Roanoke, Va., Shorthand  
209 Reed, Ollie Mae, Roanoke, Va., Shorthand  
210 Roop, M. Elizabeth, Christiansburg, Shorthand  
211 Roberson, Otis P., Roanoke, Va., Secretarial  
212 Redfield, Florence, Villamont, Va., Shorthand  
213 Riddlebarger, Percy, Low Moor, Va., Com'l  
214 Ratcliffe, Roger, Roanoke, Va., Banking  
215 Robinson, W. L., Asheville, N. C., Shorthand  
216\* Short, Gussie, Abney, W. Va., Shorthand  
217\* Sayers, E. E., Jenkins Jones, W. Va., Complete Business (H. G. B.)  
218 Schilling, Grace, Roanoke, Va., Shorthand  
219\* Smith, Henry J., Orange, Va., Commercial  
220 Slough, Beulah, Irongate, Va., Shorthand  
221 Spraker, D. B., Crockett, Va., Commercial  
222\* Shelor, Fitzhugh, Roanoke, Va., Secretarial  
223 Schilling, Nita, Roanoke, Va., Shorthand  
224 Sutherland, Zella, Lebanon, Va., Secretarial  
225 Stafford, Carlisle, Bluefield, W. Va., Banking  
226 Smith, W. C., Roanoke, Va., Commercial  
227 Smith, E. W., Harrisonburg, Com'l and Banking  
228 Scott, Carolyn C., Sugar Grove, Va., Shorthand



# LIST OF GRADUATES



- 229 Shenko, Violet, Roanoke, Va., Shorthand
- 230 Starr, Rebecca, Roanoke, Va., Shorthand
- 231 Smith, Hallie, Beckley, W. Va., Secretarial
- 232 Sampson, Vivian, Roanoke, Va., Shorthand
- 233 Shupe, Barton D., Wytheville, Va., Secretarial
- 234 Scott, H. L., Princeton, W. Va., Complete Business and Banking (H. G. B.)
- 235 Sigmon, Erma Edna, Roanoke, Va., Shorthand
- 236 Stuart, Mae, Roanoke, Va., Shorthand
- 237 Stanley, C. C., Meadows of Dan, Va., Com'l
- 238 Thompson, Mrs. N., Roanoke, Va., Shorthand
- 239 Tiller, Arthur, Haysi, Va., Commercial
- 240\* Thompson, Paul J., Bland, Va., Commercial
- 241 Tyree, Elizabeth, Martinsville, Va., Shorthand
- 242 Thomasson, O. F., Henry, Va., Commercial and Banking
- 243 Turner, Harold C., Axton, Va., Commercial
- 244 Tinsley, Jack H., Roanoke, Va., Shorthand
- 245\* Trevey, Ella, Salem, Va., Shorthand
- 246 Turner, Annie, Stuart, Va., Shorthand
- 247\* Tuckwiller, Guy, Ronceverte, W. Va., Com'l
- 248 Urquhart, Ruby, Roanoke, Va., Secretarial
- 249 Weinstein, Frank, Roanoke, Va., Secretarial
- 250 Willett, Mrs. Beulah, Starkey, Va., Shorthand
- 251 Warren, Celia, Roanoke, Va., Complete Business (H. G. B.)
- 252 Wright, Neil, Comers Rock, Va., Commercial
- 253\* Walker, Ethel, Roanoke, Va., Shorthand
- 254 Wallen, Newton A., Darwin, Va., Banking
- 255 Williams, V. Louise, Penhook, Va., Shorthand
- 256 Winborne, B., Bluefield, W. Va., Secretarial
- 257 Wray, Donald, Herndon, W. Va., Commercial and Banking
- 258 Wright, Lavonia, Vinton, Va., Secretarial
- 259 Wills, Stella Mae, Troutville, Va., Complete Business and Banking (H. G. B.)
- 260\* Weatherly, Winona, Bluefield, W. Va., Shorthand
- 261 Wood, Lee A., Patrick Springs, Va., Banking
- 262 Williams, Lillie B., Poff, Va., Secretarial
- 263 Ward, L. Edwin, Jacksonville, N. C., Secretarial
- 264 Wood, Elma B., Crystal Hill, Va., Commercial and Banking
- 265 Williams, Charles W., Pembroke, Va., Complete Business and Banking (H. G. B.)
- 266 Walker, Flossie L., Lick Run, Va., Shorthand
- 267 Williams, Geneva M., Hollins, Va., Shorthand
- 268 Wingate, S. L., Independence, Va., Commercial
- 269 Walker, C. C., Glen Rogers, W. Va., Com'l
- 270 Young, Odell, Roanoke, Va., Secretarial
- 271 Zirkle, Emma, Glenvar, Va., Secretarial

\*Photographs not available





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Date \_\_\_\_\_

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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.

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