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# College Bulletin

Published by the Faculty of Charles City College,  
Charles City, Iowa, and devoted  
to its interests

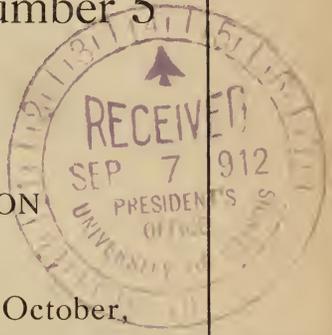
OCTOBER, 1912

Volume IX



Number 5

BUSINESS DEPARTMENT EDITION



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# Charles City College

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Fall Term Opens September 10, 1912

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CHARLES CITY COLLEGE is your college; your home institution. It gives individual instruction by first class instructors.

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## Read the Following Carefully:

CHARLES CITY COLLEGE offers various courses which lead to the degree of Bachelor of Arts and Bachelor of Science.

CHARLES CITY COLLEGE offers a Teachers' Training course including Methods of Teaching, Music, Public School Drawing, together with all the secondary branches which are necessary to secure a five-year state certificate.

CHARLES CITY COLLEGE maintains a first-class Academy. The course of study equips the graduates for the college.

CHARLES CITY COLLEGE conducts a first-class commercial school, which prepares young people for a successful business Career. Bookkeeping, Office Practice, Commercial Law, Commercial Arithmetic, Business Correspondence, Shorthand and Typewriting, and all other commercial subjects are taught.

CHARLES CITY COLLEGE offers excellent opportunities for a musical education in Piano, Violin and Voice.

CHARLES CITY COLLEGE offers a splendid course in Oratory and Public Reading.

Special attention is given to Athletics in the Gymnasium and on the Athletic Field.

# COLLEGE BULLETIN

VOLUME IX

OCTOBER, 1912

NUMBER 5

Editor - - - W. F. Finke Business Manager - F. O. Barz

## TO OUR CORRESPONDENTS

In offering this edition of our Bulletin to the public, we wish to inform them that we have conscientiously tried to avoid any exaggerations and to state plain facts both as to the opportunities offered in the business world to bright, capable, young men and women and the statements that we advance in regard to the advantages of this school. During the past years of our experience both as teachers and managers of business colleges, we have carefully studied the needs of the business world and have endeavored to incorporate into our courses of study only such branches as we have been convinced were absolutely indispensable in preparing for a situation of trust and honor in the commercial world, and we have endeavored to omit nothing from the course that is necessary to the success of our students.

The Charles City College has been in operation for 21 years. Its good name and the success of its graduates have gone abroad until the College has become national in its reputation. Students attend from more than seven states of the American union. Applications for its graduates come from all sections of the country. The work done in our business and shorthand departments is as thorough and complete as the work given in any business college and the graduates of the College are placed in good positions almost immediately after graduation.

It pays to attend a school that is so favorably known, for much of the future success of the student depends on the character and influence of the College from which he graduates.

## OUR FACULTY

The educational qualifications, experience, special training for the work, success as instructors, and the moral standards of each instructor were carefully considered before he was employed. To our knowledge there is no business college in Iowa or states adjoining that employs instructors superior to ours. All agree that good teachers conduct a good school and that poor teachers would be sure to have a demoralizing effect on any school.

Any student does well who carefully considers, before he enters any college, the kind of instruction he is to receive. It will not cost any more to attend the Charles City College than to attend a school that does not maintain such high standards. The future success of a student depends largely on the character and standards of the college from which he graduates.

## WHY THE CHARLES CITY BUSINESS COLLEGE LEADS

It is the policy of the management to do good work, to satisfy its students and to qualify each student that he would be a success in business and a friend of the college. The Charles City Business College has always relied upon its many students who have availed themselves of the opportunities which this institution offers to the public.

Money alone has not built this institution of wide reputation and stable character. Time, hard work, and judicious management on the part of its directors and instructors have won. The work has been a steady growth, and has required years of time and right supervision.

The school has been eminently successful, thus proving conclusively

that there is a demand for higher business education not only by the business interests of the country, but also by the people who patronize the school.

There are two separate departments or courses of instruction in the Charles City Business College: the Business Department and the Shorthand and Typewriting Department.

The courses of study are thorough and comprehensive, including just those branches which are most necessary for a thorough preparation for the duties of a successful business career.

These different departments with the work to be pursued in them by the student, in order to graduate, are fully explained under their respective titles further along in this Bulletin.

The faculty is composed of experienced teachers, practical educators, each being especially qualified for the department over which he presides.

We are encouraged in our efforts by having the unqualified support and endorsement of the ministers, statesmen, bankers, professional and business men of our city, as well as the good will and influence of our patrons, and the many graduates who are filling honorable and lucrative positions in the various departments of trade in all parts of the country.

**The Cost.** While planning to make Charles City Business College a great school of its class in Iowa, the management has kept in mind the cost necessary to complete such a course of training. The tuition has been placed at a minimum price considering the facilities and advantages offered by this institution.

Board and lodging may be had very cheap in Charles City. The total cost of a business education in the Charles City College is less than in many schools of lesser note.

In the future as in the past we shall continue to labor for the advancement and interest of our stu-

dents; and that we may still merit and receive the liberal support and confidence of the people, is our earnest desire.

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### ROOM AT THE TOP

An old saying, "Room at the top," but still as true and as full of encouragement as when first stated. There is and always will be room at the top, but it is not every person who reaches it or who is entitled to stand at the top. To stand at the top in any business or calling one must have a clear eye and steady nerves that attend upon the life of temperance and correct habits; the recognition always accorded to the individual who exemplifies in his daily life such elements of character as industry, earnestness and wholesome self respect.

No young person needs to be told that his place on the ladder—top, bottom or climbing upward—is almost entirely a matter of his own choice and his own persevering industry. Where on the ladder do you stand? Are you moving toward the top?

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### BETTER CHANCE NOWDAYS

The young man starting in life today has better opportunities for a successful career than the man of fifty years ago. The field is broader now and the methods easier. But the demands of today are far more exacting than they were. The specialist is the man who is needed at this day the man who is best. Let a stenographer become the best at his trade, and with the chances that his position opens to him, the question of success becomes only a question as to his own fitness.

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Ability, backed by energy, integrity, ambition and a noble character, will and must succeed, and an institution that holds up these virtues, as an ideal to the youth of its country, will command respect and support.

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It is less pain to learn in youth than to be ignorant in old age.

### WILL IT PAY TO BORROW MONEY?

This is a question, that has been settled by every business house in the world. There is no longer any doubt in the minds of the leading business men that when they want a thing, and by getting it, it will increase their facilities for bettering their business, they will unhesitatingly borrow the money and pay a large per cent. of interest for the use of it. There is probably not a corporation or firm in the United States that is not a heavy borrower of money. Does it pay them? Would they continue to do so if it did not?

You are in the same position if you have not the money to go to school with. A great many young people who really wish to go to school let the matter go from year to year, waiting until they have the money so that they can complete their course at one time without stopping for lack of funds. At the end of several years they find that they are just where they were to start with, while their neighbor who had the courage to borrow money, has completed his education and is filling a lucrative position, has paid his money back and is laying up funds.

Does it pay? Ask those who have tried it and profit by their advice.

### OUR FIELD MEN

People always want to know more about a college before they leave home to attend it than can be explained to them by correspondence. For this reason, and to maintain a closer relationship between the College and the homes of our patrons, we have found it advisable to send personal representatives to the homes of the students who desire to attend. It is a great deal of satisfaction to talk personally with a man right from the College, who can answer your questions and explain to you in detail everything about it that you may want to know.

We have a field secretary who is employed on regular salary by this

College to visit homes, enroll students, issue their scholarships and complete all arrangements with them to attend our College. He is assisted from time to time in this work by the regular instructors. We employ earnest, conscientious men to do this work and we feel certain that you will be glad to meet any one of them and talk with them about the advantages of a business education, and the advisability of attending the Charles City Business College.

### GOING AWAY FROM HOME

It is natural enough that parents should wonder what will be the conduct of their children when sent away from home—away from the watchful care and restraining influence of the home. Probably very few young people realize the anxiety of parents on this score. And it is unfortunately true that some young people are inclined to mistake license for liberty until they learn by experience how foolish such a course is.

But some things about this going away from home are true. The time for leaving home will come, sooner or later, for most young people; and what going away from home is safer than that of going away for the purpose of attending school, where plenty of work to be done will be given, and where they will be under the guidance and watchful supervision of Christian men and women.

The Charles City Business College does not advertise that it can make industrious pupils of those who attend the school without having in view a fixed purpose to improve the time; nor that they can by some magic transform into a person of character a youth who entertains low views of life and its multiform duties. But they do claim that the moral tone of the school is high; that the closest possible watch over the behavior of pupils is kept; that the most wholesome advice is given whenever it seems to be needed; and that parents are

promptly and plainly notified of any waywardness to which their attention ought to be called.

Many of the parents to whom these words will come live near enough to Charles City that they could be here within a few hours should the necessity for their presence arise, and to the thoughtful parent this will doubtless count for much in considering the school to which his children are to be sent.

### POSITIONS FOR GRADUATES

It is our pleasure and greatly to our interest to place every young man and every young woman who graduates from our College, in a desirable situation after completing the course of study should they desire us to do so. No college in Iowa or adjoining states does more for its students. Because of our thorough courses of study business men everywhere employ our graduates in preference to graduates of other schools.

Securing situations for our graduates is the easiest problem we have to solve. Many more good situations are offered every year than we are able to fill. Graduate from the Charles City Business College and you are sure of profitable employment.

### CHURCH PRIVILEGES

The Charles City Business College, which is an adjunct to the Charles City College, is a religious but non-sectarian institution. The instructors are men and women who believe in, and endeavor to carry into practice, true Christian principles. Charles City is noted for the number of its churches; and the student can hardly fail to find here the church which he prefers to attend.

No student is compelled by any rule of the College to attend church, but all students are advised to become regular attendants at some church, and most of them do so.

It is certain that the management of the school feels justly proud of

the kind words written by the ministers of the gospel, and will strive earnestly to continue to deserve their approval.

Should your boy or girl attend the Charles City Business College, a simple note addressed to any pastor in the city, requesting from him a friendly watchful interest in your son or daughter, would meet with cheerful and ready compliance.

### A WORD FROM JOHN WANAMAKER

"The days of chances are gone. The mercantile professions must be studied as one studies law or medicine. There never were such opportunities for young men; there never were so many bids for young men. Banking institutions, business establishments, and great importers, are all calling out for young men, but they must be of the right stamp: they must be men who have studied, that have applied themselves, that have had some training to do the work."

### THE FARMER'S SON

It is a fact established beyond successful contradiction that the boys and girls who have been brought up on a farm make office help that is much sought after by the business man. There are a good many reasons why this is so. In the first place, the country boy has been taught to depend upon himself nearly every day of his life. He is strong in body and mind. He has a chance for an education equal in nearly every respect to that of the city boy. He spends more time reading, because there are fewer attractions that require his attention and time. The rural free delivery of the post office department now brings him the daily paper, so that his facilities for being posted on the current events are equal to the city boy's.

He may be undeveloped on account of not associating to as great an extent with his fellows, but he has a foundation upon which he builds rapidly when he once enters

upon a business career. As soon as he is brought in contact with the great busy world of which in time he becomes a part, he develops rapidly, because he has been taught to think and act for himself, because his physical being is well developed and because he has been taught to work, and knows that through industry only, can success be attained.

There are, of course, exceptions to this rule; but in a general way this is true. Many of our greatest statesmen came from the country with little more capital than the knowledge they had gained from the hard work they had done upon a farm. There are, of course, many country boys who fail, and a great many city boys who succeed but on the whole, the country boy has a training equal in every way to the city-bred boy.

#### OPINIONS OF PROMINENT PEOPLE

"In saying a word of cheer to your boys and girls in the shorthand department of the \* \* \* Business College I desire to assure them places of usefulness and self-support are somewhere open to those who deserve them. They will find them if they search courageously, patiently, persistently, never doubting that success, though often not in sight, lurks within the limits of honest effort.

Yours very truly,  
Grover Cleveland."

"I learned to write shorthand in a very poor way when I was eleven years old. I have been glad of this ever since.

Truly yours,  
Edward E. Hale."

"Young man, qualify yourself for business. The professions are full and the age demands it. Educate yourself for business and you will succeed now and hereafter.

Henry Clay."

"The system of business training has started thousands of young men and women on the road to prosperi-

ty, rendering a great service to the commercial world. Could I, when young, have had the advantage of a course of business training, I do not hesitate to say that it would have been worth twenty-five years of business life to me.

August Snell."

"I advise parents to have all their boys and girls taught shorthand and typewriting. A shorthand writer who can typewrite his notes would be safer from poverty than many a Greek scholar.

Clarence Reade."

"In business colleges, that large class of young men who have no time or inclination for a classical education, can learn what will fit them for that active material life, which in our broad country needs so many workers. But the most pleasing feature of these institutions is that the course is open to women no less than men, and women there may acquire a knowledge of bookkeeping which will qualify them for some of the lucrative situations heretofore monopolized by the other sex.

Harriet Beecher Stowe."

#### TEN DOLLARS A DAY

The average educated man gets \$1000 a year. He works forty years making a total of \$40,000 in a lifetime. The average day laborer gets \$1.50 per day, 300 days in the year. In ten years he earns \$4,500, or \$18,000 in a lifetime. The difference between \$40,000 and \$18,000, or \$22,000, equals the valuation in dollars. To acquire this earning capacity requires twelve years of school of 180 days each, or a total of 2,160 days. Divide \$22,000, the value of an education, by 2,160, number of days required in getting it, and we find that each day at school is worth a little more than \$10 to the pupil.

**Young People!** Can you afford to go through life without an education?

**Parents!** Do you think it advisable to keep your children out of school?

### THE STENOGRAPHER

The thoroughly competent stenographer is always certain of steady work and a good salary. But this is not the most attractive feature of the stenographer's position. He stands in a very intimate relation to the directing, controlling head of the business. He takes down and writes the letters which deal with the business, and thus has great opportunity for learning how business men deal with other business men, and all about the management of business.

It seems clear that such a stenographer should learn more of business in a year than he could learn in a dozen years if simply employed in one department of store or office. Suppose that a young man determines that he will some day be known in railroad circles; what better training could he have than to become the confidential secretary of the man who dictates the letters by which business is chiefly directed.

### THE COMMERCIAL DEPARTMENT

This course of study is the development of years of experience in teaching, and it is especially adapted to the wants of the present time, having been prepared by men of large and varied experience as practical accountants and teachers. The course is systematically arranged upon a broad and comprehensive basis, in which theory and practice are combined. The various topics embraced in this course are such only as are of the greatest benefit to every student, whatever his position in life or contemplated vocation.

**Bookkeeping Theory Department.** We believe a student must thoroughly understand the principles which underlie the science of bookkeeping before he attempts to keep books. Hence, our students are first thoroughly instructed in the principles of bookkeeping, using a text-book on bookkeeping which is known to be the most practical, progressive, thorough and interesting work in use. It is in this de-

partment that the student lays the foundation for his business education.

The work in bookkeeping comprises ten different sets of books. The student is first thoroughly drilled in the principles of journalizing simple transactions, which become harder and more complex as he advances. He is then taught how to open, journalize, post, take a trial balance, and close the books for a business carried on by a single proprietor.

During the remainder of his work in this department he is made familiar with partnership sets, changing books from single to double entry, hardware, corporations, manufacturing, lumber, commission, wholesale and banking.

After completing the prescribed work in the theoretical bookkeeping department in a satisfactory manner, the student is advanced to the business practice department.

### Actual Business Department.

When a student first enters the actual business practice department he is furnished a cash capital of college money to the amount of \$2,500.00, to be deposited in the College Bank subject to check, also merchandise to the amount of \$2,500.00, for investment in his business. He then opens up his business, keeping a first class set of double entry books, keeping accurate account of every transaction made. He buys and sells merchandise, real estate, every kind of negotiable paper, etc., computes interest, discount, gives and receives notes, drafts, receipts, checks, bills, account sales, insures his property, and pays the premium on policy, collects insurance when money losses occur, keeps a bank account, invoices his stocks, closes his books, has them graded, admits a partner who invests money with him, divides gains and losses, and prepares a statement that exhibits the condition of his business.

He is held responsible for every transaction made, and his books

must show the real condition of the business.

Having completed his business practice transactions in a satisfactory manner, the student enters upon the office work, after graduating through the various departments, and completes his course by holding the position of general director and cashier of the banking department.

The following business houses are represented in our work: Merchants' emporium. Here orders for goods are received, bills made out, orders filled, goods delivered, drafts drawn, statements sent; checks, drafts and notes received, deposits made, checks drawn, etc.

**Wholesale House.** This represents a wholesale firm that sells to students in Charles City. Orders for goods, letters, remittances, etc., are received, bills made out, orders filled, goods delivered to students, drafts drawn, statements sent, checks, drafts and notes received, deposits made, checks drawn, etc.

**Freight Office.** All goods are received for shipment, shipping bills received, bills of lading, expense bills and abstracts of freight received and forwarded, are made out.

**Real Estate, Loans and Insurance.** This represents persons and firms from whom the students rent, lease and buy property, borrow money, giving notes secured by mortgages, etc. It also represents the Charles City Business College Insurance Company, with which the students place their insurance on buildings, goods, consignments, etc.

**Post Office.** Each student receives and mails letters, buys stamps, etc. Orders from wholesale houses and statements to commission houses are sent through this post office.

**Bank.** The Charles City Business College Bank is run, organized and conducted in strict accordance with the law prescribed for real banks. It has a paid up capital of

\$100,000 and does a regular banking business, and sustains the same relation to the student of the business department that regular banks do to business men. Here a complete set of books is kept, each student in turn acting as bookkeeper, collector, clerk, exchange and discount clerk, receiving and paying teller and cashier.

What the student learns to do is precisely what he will have to do when he enters a wholesale or retail house or bank, and the experience is intended to qualify him for any position, without the help of and additional instruction from his employers. Another point of great value is the business-like manner in which the work is presented. The latest and most improved methods are used, while the constant application of commercial usages and mercantile law endows the student with the practical knowledge that is demanded in the commercial world.

**Business Arithmetic.** Much attention is given to this branch. We find nearly all students who come to us deficient in rapid and mental calculation.

This work is very practical. Much valuable information not found in the ordinary text-book is imparted.

**Business Grammar.** Grammar as taught in this school is found very interesting and practical and all of our students take this work to their great advantage.

Special stress is given to composition and punctuation, which materially helps the student in business letter-writing.

**Penmanship.** We are making Business Penmanship a specialty in the Charles City Business College. Every student in the Commercial, and Shorthand Departments is expected to avail himself of the advantages offered in this department of our school.

It matters not how thoroughly every branch of a business course is completed, if the student's penmanship is neglected his opportuni-

ties for securing employment are greatly lessened. Realizing this fact, special attention is paid to this subject.

Fifty years ago there was some excuse for poor writing, but such is not the case to-day. Good penmanship is demanded in all kinds of business. It must be plain, legible, simple and easily written. Knowing what business men want in this line of work, we are making every effort to supply the demand. While we are prepared to teach all branches of Penmanship, we shall continue to make a specialty of business writing, realizing its great importance to every young man or woman who seeks a position in the commercial world.

**Business Letter Writing.** This interesting study is taken up in connection with penmanship, and the student is taught to write a concise and interesting business letter. A well-constructed, neatly written letter is a standing recommendation for any person.

**Business Spelling.** A daily written exercise is given in this important branch. The students are thoroughly drilled on spelling and defining words in every-day use.

**Business Law.** It is our aim to acquaint the pupil with those features of law that every business man should understand. His usefulness to the community as well as his own financial security demands it. Ignorance of the law excuses no man, is a well known principle. Such subjects are taken up as will enable one to determine his rights and liabilities in the most common business relations.

**Rapid Calculation.** The value of this study to one going into business can not be over-estimated. The student is drilled in handling figures with lightning dispatch.

Doctor W. F. Finke has proven himself a very efficient secretary of the Dormitory building committee. Things were carefully looked after while he had charge.

## THE SHORTHAND AND TYPE-WRITING DEPARTMENT

Shorthand writing has within the past few years come to be one of the indispensable factors in every branch of business; in professions of all kinds; in legal proceedings of every character; in nearly all departments of the government; and in every place where it is not only necessary but expedient to perceive the exact words of the business or professional men. Its use enables a business man to have a better hold upon his business where, under the old method, he was compelled to leave many important matters to the discretion of subordinates.

The demand for stenographers continues to increase as business and professional men find in its use a great saving of time and energy. This is especially true in time of great business activity such as the present.

Never before was the demand for competent stenographers so great as now. Shorthand has opened a great field of opportunity for both young men and women. The work is congenial, instructive and remunerative, and it opens to the competent young man or woman a sure way of advancement, for the stenographer learns the brain work of a business, while the ordinary clerk learns only the mechanical work.

There is nothing that will place a young man or woman in the line of promotion as soon as the profession of shorthand. And the salaries paid in this line of work range from \$500 to \$25,000 a year, showing there are chances of advancement in the profession greater than in most others.

The shorthand course includes the following branches: shorthand, typewriting, letter copying, tabulating, manifolding, filing, care of typewriters, mimeographing, office practice, punctuation and spelling.

**The Gregg System of Shorthand.** We realize that we are assuming a great deal in saying that we teach the best and most up-to-date system

of Shorthand that is known to the English speaking world. A system that is now used in nearly all the great deliberative bodies where the English language is spoken. It is thoroughly scientific. It is legible and rapid. Gregg Shorthand has an established record for speed, and, above all, for ease in learning.

**OTHER SYSTEMS OF SHORTHAND**

If a student has studied any other system of shorthand at home, or in some other school, he can complete the course in this College.

**THE TOUCH OR PIANO SYSTEM OF TYPEWRITING**

We teach typewriting by the touch method. It is sometimes called the "piano system," for one learns the position of the keys of the typewriter the same as he would those of a piano.

By the touch method our students write much faster than students who use the sight method and at the same time more accurately. The advantages of the touch system may readily be seen, for the operator is not required to take his eyes from the notes to watch the keys of the machine while writing. Prospective students will find all the improved methods in use in the Charles City Business College.

**RATES OF TUITION**

The following rates cover the cost of tuition. These rates are very low:

**Commercial Department**

Business Course, per Semester, 19 weeks .....	\$25.00
Shorthand and Typewriting, including use of machine, per Semester .....	\$25.00
Both Courses combined .....	\$35.00
Typewriting with other regular courses, extra, per Semester .....	\$ 5.00
Typewriting only, per Semester .....	\$10.00

**Books and Supplies**

Books and supplies are sold to students at actual cost.

**COURSES OF STUDY**

**Combined Course**

- Bookkeeping.
- Business Arithmetic.
- Business Penmanship.
- Business Spelling.
- Business Grammar.
- Rapid Calculation.
- Business Law.
- Business Letter Writing.
- Actual Business Experience in Bank and Offices.
- Shorthand.
- Typewriting.
- Punctuation.
- Court Reporting.
- Office Practice as follows:
  - Mimeographing.
  - Manifolding.
  - Tabulating.
  - Letter Copying.
  - Filing.
- Care of Typewriters.

**Business Course**

- Bookkeeping.
- Business Arithmetic.
- Business Penmanship.
- Business Spelling.
- Business Grammar.
- Rapid Calculation.
- Business Law.
- Business Letter Writing.
- Actual Business Practice.

**Shorthand Course**

- Typewriting.
- Punctuation.
- Court Reporting.
- Office Practice.
- Mimeographing.
- Manifolding.
- Tabulating.
- Letter Copying.
- Filing.
- Care of Typewriters.

Hoping for and dreaming of success will not win it. If you have an ambition to be somebody, and take a part in the practical affairs of the world, you must strike out at once.

There is no surer stepping stone to promotion in any business than that possessed by the competent, reliable, determined stenographer.

### GENERAL INFORMATION

**Fall Opening.** The Fall session begins Tuesday September 10. The opening week will be devoted to receiving students, furnishing books and stationery, assigning desks, and selecting boarding places; also the information of classes and the thorough organization of the school into working order for the Fall and Winter months. **Remember that you can enter at any time**, yet it is requested that as far as possible students enter during the opening week.

**Let Us Know.** When not inconvenient to do so, please write to us stating the date as near as possible when you expect to arrive in Charles City.

**Location.** The School of Commerce is located in the heart of the city. It is an ideal place for a business college.

**The Payment of Tuition.** The tuition is payable on entering school.

Examinations are given in all branches, and all students are required to take them.

**Removal of Student's Books.** When a student leaves school for any cause before completing his course, he is required to take his books with him.

**College Diploma.** A beautiful diploma is issued whenever your course has been completed.

**Notification.** The student is expected to call at the office and notify the president when it is necessary for him to leave school for any cause.

**Pocket Money.** We do not consider it wise or safe for parents to furnish much spending money to their sons while attending college. If any boy goes wrong and gets into bad company while away from home, it is almost invariably charged to the fact that he had too much money to spend.

**Further Information.** We aim to give in this Bulletin full particulars about everything connected with the Charles City Business College, but none should fail to write for addi-

tional information if any part is not fully understood.

**Age of Students.** The ages of students range from fourteen to thirty-five years.

**Students' Mail.** Instruct your friends to send your mail in care of Charles City Business College, and it will be delivered at the college twice each day.

A complete record is kept of the attendance, punctuality, advancement, etc., of each student, and monthly reports are sent to parents and guardians when desired.

**The Full Business and Shorthand Courses.** Experience has shown us that to meet with the greatest success in business life, the student should complete the full course and receive his diploma. Business men ask for graduates and not for these who have taken a partial course.

**Board and Room.** Good board may be had at \$2.50 per week. We know of no city in the entire country where as good board can be had for the money as in Charles City. We have a large list of good rooming places for our students, which are convenient to the college; and locate students in good homes at once upon their arrival in the city. These rooms are all in private homes that the college can highly recommend, and the usual cost when furnished is \$1.00 and up per week for each student. Students are requested upon their arrival in Charles City to retain their baggage checks and come direct to the college. We will take you to your rooming place and see that your baggage is transferred to you.

**Time Required.** It is impossible to state the time it will take the great variety of persons who may enter our college to complete the prescribed course, as it depends altogether upon the ability, age, experience and qualifications of the student. In taking a general average of all classes of students, we find that it takes an average of from six to nine months to complete any one course. When the combined

course is taken, it does not take as long to complete same as when the student entirely completes one course before taking up another.

**Situations for Graduates.** Many young men are deterred from securing a business education by fear of not being able to obtain a situation after completing the course. We can suggest to them that this is not the right spirit with which to commence life. People with such great timidity or helplessness need never expect to accomplish much. If any young man thinks he can better his condition by a course of training in a commercial school, let nothing hinder him from going forward. We never knew a young person of energy and perseverance who mastered our course of study to remain idle long. But those who are too timid to undertake it, or get discouraged when they are almost through, should not expect success to attend such feeble efforts.

**A Word to Parents.** Parents may send their sons and daughters to the Charles City Business College with the assurance that they will be comfortably situated while here, and all their interests carefully looked after and cared for by the faculty, and that no effort will be spared to fit them for future usefulness. All students are required to keep regular hours. The Charles City College is Christian but non-sectarian, and we shall take pleasure in introducing students to pastor and members of the congregation of any preferred denomination.

**When to Begin.** Begin at the opening of the regular school year, September 10, if possible. If you can not start at this time, come as soon as it is convenient for you to leave home. Do not be discouraged if you can not begin at the fall opening in September. Students are received upon any week day, and scores of young men and women enter the Charles City Business College in October, November, December, January and other months of the year. The sooner you begin, however, the sooner you get through

your course and are ready for a situation. With the great business prosperity our country is now enjoying has come a demand for thousands of additional bookkeepers and stenographers.

**Write to Us.** After having read this Bulletin carefully, should there be any further information desired, write to us and we will gladly furnish same by letter. If in reading this bulletin, you decide to attend the Charles City Business College, write to us stating what course you desire to take and the time you expect to enter. When you arrive here you will find everything fully up to representation, and in many particulars far surpassing them. Do not fail to write us, giving all particulars as requested in the foregoing, and we shall endeavor to be a help to you.

**Our Graduates.** The best advertisement we have is our students who have graduated and are successfully filling situations of honor and trust. They are always sending us new students.

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## CONCLUSION

We have endeavored to place before you in this Bulletin, in a plain, straightforward way, the superior merits of the Charles City Business College, and sincerely trust that the information given has been of value to you. Our thorough course of study and high standard for graduation have made our graduates so eminently successful that the College has won a place among the leading educational institutions of this and neighboring states. We want you to get your business education in the Charles City Business College. We assure you that if you do, it will be our pleasure and greatly to our interest to do everything within our power to start you on the road to a successful career.

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Dr. Ed L. Schaub will teach at the State University during the coming year.

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Superiority to circumstances is a proof of greatness.

**FACULTY FOR 1912-1913**

Altho Dr. C. G. Hohn has resigned from the presidency, the faculty is adequate and competent for all departments of instruction and the trustees will take the necessary time for selecting a new president.

The dean, Doctor W. F. Finke, will continue in the departments of English and History. He has charge of the administrative affairs in the main building.

Doctor Frederick Schaub has charge of Psychology and Education and will conduct that work as heretofore.

Professor W. G. Baab again presides over the department of Mathematics. He, too, will offer the usual and prescribed courses.

Professor S. C. Steinbrenner is at the head of the work in the German and Romance languages. His courses are adapted to the needs of his students.

Professor Laura C. Fischer also remains at her previous work in the Latin and Greek languages and offers adequate courses.

Professor W. W. Gethmann takes charge of Philosophy and Bible work. He has specialized in those fields of thought and research.

Professor B. F. Patton comes as a specialist in some of the sciences and takes Chemistry and Biology. He and Professor Gethmann together have charge of athletics for men.

Professor Amy Krueger assumes the work of Physical Science and academy branches. She will also perform the duties of matron in the ladies' dormitory.

Professor L. A. Carnahan is superintendent of the School of Commerce. He is an eminent specialist in his line and is planning decided steps of progress and expansion.

Mrs. Mary E. Mulfinger-Henke continues her work in Piano and Voice and will offer the work as heretofore.

Miss O. Allene Kellogg will offer the desired courses in Painting and China Work and invites special attention to this department.

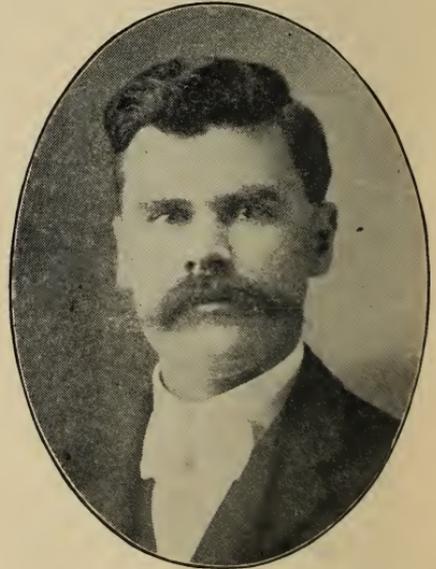
Miss Mabelle Pfeiffer takes the work in Expression and Athletics for women. She also assumes the supervision of the library.

Rev. F. O. Barz has charge of the field work and temporarily assumes the administrative duties outside of the main building. All inquiries and business correspondence should be addressed to him.

**NEW COLLEGE MAN ARRIVES**

**L. A. Carnahan, or Columbus, Neb.,  
Will Have Charge of Business  
School**

We acknowledge a very pleasant call from the gentleman who is to be in charge of the commercial department of our college for the ensuing year.



**Prof. L. A. Carnahan**

Mr. L. A. Carnahan is an interesting and highly prepossessing man of strong character and ability who impresses the stranger with a sense

of real worth. The past seventeen years have seen him enrolled in school work the latter six of which he has been employed in conducting a business college of his own at Columbus, Neb. He has held the position of city superintendent, county superintendent and similar responsible offices. His home city which is of 5,000 inhabitants gave an average of 125 students. He expects a great field in this locality. His school at Columbus has just been disposed of and he intends lending every ability to furthering the splendid work of the local department of the Charles City college. The contract was signed last evening.—Press.

Prof. L. A. Carnahan of Columbus, Nebr., has accepted the management of the business department of Charles City College, and, with his family, will move here almost at once. Prof. Carnahan was at one

time superintendent of the Red Willow county, Nebr., schools and later was superintendent of the city schools in Edgar and Springfield, the same state. He is amply well qualified for the work having built up a large and flourishing business college at Columbus during the past few years. Prof. Carnahan is a very pleasant man to meet and, we believe, will prove to be a valuable addition to the working force of Charles City College. The present rooms will be maintained down town and sufficient energy will be injected into the work to largely increase the number of students enrolled. Prof. Carnahan has the appearance of being the right man for the place.—Intelligencer.

We are pleased to show the likeness of Prof. Carnahan in this issue and publish what our local papers said about him in a recent visit to this city.



Commercial Room, College Annex



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# LISTEN! BOYS! LISTEN!

Winter Term Begins November 12, 1912  
YOU CANNOT AFFORD TO MISS IT

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A SPECIAL COURSE IN AGRICULTURE AND ENGINEERING  
FOR THE BOYS FROM THE FARM

---

A course in Agriculture is offered in which the study of the following subjects are taken up: Soil, Plant Life, Fertilizers, Seeds, Farm Crops, Trees, Plant Diseases, Insects and Birds, Live Stock and Dairying, Feed and Feeding. A very practical course taught according to the method of farm demonstration. You can't afford to miss it!

ENGINEERING. This course is under the direct control of experts in building, operating and repairing gasoline engines. Demonstrations are given at the Hart-Parr factory.

FARM ACCOUNTING. A short course in Bookkeeping or Farm Accounting is offered. Accurate accounting will be taught with Fields, Herds, Banks and Persons. Special attention will be given to the drawing up of legal and commercial papers.

THINK OF CHARLES CITY COLLEGE!  
PLAN TO ATTEND IT!

For catalogue and further particulars address

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Charles City,

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