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Many Young People Lose Time Going From Job to Job Without Proper Training

Merritt Davis School of Commerce, in Salem, offers opportunities for this proper training—Excellent record for placement of graduates in good positions has been made—Established in 1941.

By R. KENNETH EVANS

Maintaining an atmosphere based on the Christian philosophy of life and training of future citizens in their highest usefulness in public service, the Merritt Davis School of Commerce, 426 State street, in Salem, is operating in its 12th successful year. In that time many students have been trained for responsible positions which they have filled creditably. The school was established in 1941 by Merritt Davis, who spent 50 years of his life training students in business courses. Merritt Davis retired from active educational service in 1950, after being identified with commercial schools in Eugene, Salem, and after 30 years spent as the head of the Commercial Department of the Salem high school, he established Merritt Davis School of Commerce.

Ellis L. Drake, identified with the Merritt Davis School of Commerce for four years, has been manager of the school since February 1953. Since its founding the school has developed an intimate faculty - student relationship which makes for efficient training which carries over to good employer-employee relationship.

Five courses of training are offered including a secretarial course, business administration course, professional accounting course, stenographic course and, an executive secretarial course.

Business Administration Course

The business administration course, in this school, is the same as that offered by most colleges or universities as a standard four - year course. However, since it is operated as strictly a business administration course, which concentrates training to the necessary subjects, completion of this course can be made in only 20 months at this school.

The professional accounting course is one of the main courses taught and is a fully rounded-out business course. It is a diploma course of wide scope and of practical character in accountancy. Completion of this course enables the graduate to earn good money from the outset and to forge ahead into a responsible position as accountant, manager or into the ownership of a business.

The stenographic course is designed to be completed in a minimum amount of time. It is, of course, not as complete as the secretarial or executive secretarial course but is a strong, thorough course based on the stenographic requirements of the ordinary business office. The average time for completion is 5 to 8 months less previous work taken. It is an economical course and popular in many respects.

The secretarial course, offered by the Merritt Davis School of Commerce fits one for an office secretarial position, for a good salary and rapid advancement. The completion of the work in this course requires from seven to 11 months, less, of course, previous work taken.

The executive secretarial course is one that is recognized as most efficient with a diversity of study that thoroughly trains the student for one of the most important positions in the business world viz., a business secretary. All of the essentials for an executive secretary are included in this course which can be completed in 9 to 12 1/2 months.

In preparing these courses the management of the Merritt Davis School of Commerce has kept the fact in mind that they all must be strong and brief. Consequently all of the non-essentials have been eliminated thereby making each prescribed course as brief as possible consistent with thoroughness.

"By this method of personalized individual instruction the student is enabled to progress as rapidly as his applications and capabilities permit," stated Ellis Drake. "The development of the achievement of a well-mannered, well rounded, specialized personality is one of the important functions of the training given students in this school of Commerce. This factor is materially augmented by the cultivation of interest and appreciation of being able to think clearly, constructively, independently and to communicate thought in correct and effective English," further emphasized Mr. Drake.

Enrollment At Any Time

It is a policy of the school that students may enroll at any time mutually agreed upon in advance between the student and the school management. The entrance requirements are high school graduation, however, if the prospective student is beyond high school age and not having been able to complete high school, evidence of ability to benefit by training in this school is acceptable.

Contributing to the success of the Merritt Davis School of Commerce is the character of the student body. The school has a capacity for 100 students in the day school and 100 students in the night classes. Serious minded, ambitious young men and women, with high ideals and ambitions, come to this school from some of the best homes in the state of Oregon.

High school graduates will soon be forced to decide what channel they wish to choose as their life's vocation. The Merritt Davis School of Commerce offers a wonderful opportunity for these graduates to continue their preparation for the future.

This high school education lays a foundation on which to build a highly specialized training.

The Merritt Davis School of Commerce keeps in constant contact with all employment opportunities. The high standard of work which graduates from this school are capable of doing has enabled the school to promptly place graduates in desirable positions.

"We invite prospective students, and their parents to investigate these opportunities and, learn in detail, the ad-stated Ellis Drake.

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