

Commercial Education

By Superintendent Collins—A Complete Course Will This Year Be Taught in the Medford High School.

Commercialism was never more intense than it is in this day. The demand of the age must always have consideration in the making of a high school curricula, and for this reason there is more need for commercial work in the high school now than heretofore. We are in an age which honors independence in the individual. The world wants workers—men and women who can take the initiative in doing some useful work, and it stands ready to pay for such services. The need of a broader, more careful, more practical business training at public expense is manifest.

Requirements of Commercial Course.
The commercial course in the high school requires the same length of time, and just as much effort for completion as that of any one of the other courses. It stands for just as much training, just as much honor as the completion of any other course.

Students will be required to strictly adhere to the course as outlined in the tabulated form in order that they may get the benefit of all the auxiliary training. There is danger in permitting too much election in the commercial course, because the inexperienced student often thinks that he is qualified when he has a smattering of spelling, arithmetic, business forms, typewriting and bookkeeping. He does not realize that English grammar, composition, modern language, commercial geography, industrial history, algebra and commercial law are components of all studies which will make a rounded business education. The commercial course is designed to develop sound judgment, good reasoning power, and at the same time give such a training as will turn out young men and women who have the knowledge, the ability and the skill to meet the immediate demands and rigid requirements of the active, strenuous business world.

What the Medford four-year high school course offers:

(1) Enough English to enable the student to read intelligently the best literature in the language; (2) enough composition and rhetoric to insure the student's saying briefly and pointedly what he intends to convey; (3) enough penmanship to enable the student to write rapidly and legibly any business task that may be set; (4) enough arithmetic to enable the student to perform quickly and accurately the operations met in ordinary business; (5) enough algebra and geometry to create a taste for study of somewhat more arithmetic than the average business man requires, and to provide some surplus mental discipline before real business work begins; (6) enough commercial geography and industrial history to open to the mind of the student that neither commerce nor industry comes by accident, and hence the importance of having a broad knowledge of men and their dealings with one another; (7) enough civics, economics and business law to insure an undertaking of commercial dealings; (8) enough modern language to enable the student to conduct foreign correspondence in at least one of three foreign languages; (9) enough laboratory science each year to train the student to see and classify at a glance; (10) enough bookkeeping, stenography and typewriting to enable the student to perform easily the ordinary demands upon graduates in these subjects.

Those pupils who show themselves thoroughly competent are placed in the various offices of the department.

fore attempting work in bookkeeping. The remainder of the semester will be devoted to the completion of the work in modern illustrative to the April work.

Second semester—This semester will be devoted to the completion of the modern illustrative bookkeeping to the July work.

Bookkeeping, Second Year.

First semester—The work of this semester is the advanced course as presented in the text modern illustrative bookkeeping.

Second semester—Modern illustrative banking, higher accounting and business practice.

(a) Modern illustrative banking—This is a practical course in modern banking and bank accounting, as practiced by representative American banks. A careful study of the organization of the national, state and private banks is made. Practice is provided by the use of vouchers and blank business forms which the student handles as he would in actual business. In pursuing this course the student performs the duties of the various clerks in a modern commercial bank.

(2) Advanced accounting—Pupils who are naturally inclined toward bookkeeping and who desire to become thoroughly proficient in it will be given an opportunity to do advanced work. Such pupils, after having completed the introductory and advanced courses to modern illustrative bookkeeping, also modern illustrative banking, will be given a full course in corporation accounting. This includes the organization of incorporated companies, opening subscription books, issuing certificates for shares, use of journal and ledger, the keeping of general books and other similar work.

(c) Business practice—In business practice each pupil will assume the responsibility of conducting affairs on his own account. On taking up this practice sufficient capital will be supplied with which to carry on operations. This consists of college currency which passes as money in the business practice. Financial transactions will largely be made through the bank, by which means much practical knowledge concerning the use of checks, certificates, drafts, notes and other commercial paper will be acquired. The books will be kept precisely as they are kept by the merchant in his modern office. In this work each pupil will be responsible for the correctness of his own books.

Pupils in business practice are required to keep books by the several different methods previously learned. The purpose of this is to qualify for an office where any style of accounting is used. At the conclusion of business practice each pupil will settle all accounts in full and deposit all his funds remaining in the bank.

Those pupils who show themselves thoroughly competent are placed in the various offices of the department.

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Bookkeeping, First Year.

First semester—A part of the first semester will be devoted to acquainting the student with the business forms and legal documents found in ordinary business. A careful study will be made of drafts, notes, checks, bills, statements, accounts, etc., before attempting work in bookkeeping.

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In these positions they are in the service of the school, and are required to do everything entrusted to them with the same degree of accuracy, regularity and care as they would if employed by a business concern in the world at large.

A very important feature of the business practice is the wholesale merchandising, which will occupy an office set aside exclusively. The work will be in charge of advanced students who will be constantly busy, buying, selling, marking goods, making bills, invoices, etc., and writing up the books. Students in the business practice department will be supplied with representative stock of goods from the wholesale department.

A course in banking comprises a part of the work in the business practice. The bank will be regularly organized with a capital of \$100,000 in college currency, and a surplus fund considerably greater. This will provide ample means from which to advance loans to students. Deposits will be received subject to check; demand and interest-bearing certificates will be issued; collections will be made, notes and acceptances discounted, etc.

The position of public accountant will be filled in turns by the students who stand at the head of the class and who are advanced sufficient to undertake any ordinary accounting. If the student has trouble in making a trial balance, calculating a loss and gain, preparing a balance sheet or rendering a statement, such person will apply to the public accountant for assistance.

Penmanship.

A plain, easy style of writing will be taught. The aim of the work will be to acquire legibility, neatness and rapidity. All pupils pursuing the commercial course will be required to take the regular course in writing.

Commercial Arithmetic.

The demands of business require accuracy and speed in arithmetical calculations. Stress should be placed on arithmetic accordingly. The topics to which special attention will be given are as follows: Short Methods, analysis, common and decimal fractions, compound numbers, percentage, commission, brokerage, account sales, profit and loss, partial payments, discounts, stock investments, insurance, taxes, duties, exchange, averaging accounts and partnership settlements.

Letter-Writing.

The person who expects to give satisfaction in an office must learn

to write effective business letters. This subject will be taught thoroughly and carefully to all students in the commercial department. Practical grammar will be made a part of this work. Attention will be given to the makeup of letters as regards the arrangement, folding, sealing, addressing, inclosing, stamping, addressing the envelope, etc.; also the proper use of words, punctuation and capitalization. This work will be correlated with the various subjects in this department. Each letter written should be corrected by the teacher and returned to the pupil with such suggestions and general criticisms as will be most helpful.

Typewriting.

The method of "touch" typewriting is taught. The care and proper use of the machine are given especial attention. The ability to use a writing machine with speed and accuracy is necessary in office work in connection with stenography.

Stenography.

The Graham system will be taught. The work which will be done in this subject depends largely upon the teacher in charge. In this work there is an individuality which counts for much. Every teacher of stenography has many devices of his own. The student should not be content until he can write at least 100 words a minute.

Professor J. P. Cudihy of Vincennes, Ind., has been elected instructor in this department of the Medford high school. He holds the B. L. degree from the University of Michigan, and has received his commercial training in the Grand Rapids business college, and in the Cleary business college. During the past year Professor Cudihy has had charge of the department of commerce in the public high school of Vincennes, Ind.

He comes to us recommended as a man of excellent training and is well prepared for the work. Mr. Cudihy possesses the advantage of being a commercial man who is also a graduate from a university.

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M'FARLAND WILL NOT JOURNEY TO ANTIPODES

CHICAGO, Aug. 31.—Packy McFarland's recently announced Australian tour has been cancelled. McFarland announced today that he would not journey to the Antipodes because of his mother's objections. He said he notified Promoter Hugh McIntosh of his decision this morning. McFarland's mother said that her health had broken down as a result

of worry over Packy's fighting and that she did not want him to go. She expressed a wish that her son should quit the ring.

McIntosh said later that he would not try to compel McFarland to fulfill his contract and that he might substitute "Cyclone" Johnny Thompson.

McIntosh enthusiastically predicted that Bill Lang would defeat Al Kaufman when they met next Monday at Philadelphia.

Chicago Tribune Not for Sale.

CHICAGO, Aug. 31.—The Tribune, in an editorial today, announced that it had not been sold and that it is not for sale. The Tribune denied recent stories that the paper had been purchased by John D. Rockefeller and J. P. Morgan. "This nonsense was started by stand-patters, who think that two or three newspapers represent the entire western insurgency," concludes the editorial.

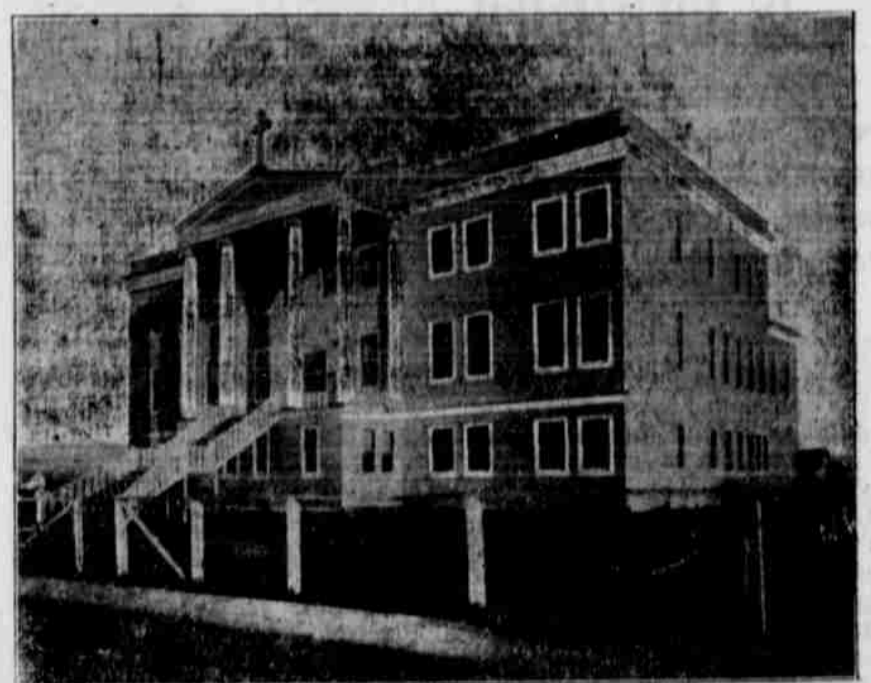
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