

What
Mrs. Hunter told
her daughter



*Janet and her mother have a
serious talk about Janet's future*

What Mrs. Hunter told her daughter

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Janet whistled appreciatively as her mother lifted the new hat out of the box and set it at a rakish angle on her graying hair.

"It's stunning, Mom," she cried. "Those blue feathers add just the right touch."

"When I get a job, I'm going to spend part of my first week's salary on a hat just as snappy as that one, Mother," said Janet dreamily.

"First you must get the job, darling," replied Mrs. Hunter.

"Well, it won't be long now," reflected Janet. "I'll be graduating from High in June and then I'll land a wonderful job. Just like yours."

Mrs. Hunter took off the new hat and put it back in the box.

"Janet, have you been doing any serious thinking about your future? I mean, you speak of getting a wonderful job — like mine, you say — right after you graduate. You know, Janet, a high school graduate doesn't just step into a good job like that. She has to have specialized training."

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"Oh, I already know how to type and take dictation. That's enough for a secretary to know, isn't it?"

"I'm afraid not, dear. Let me tell you a little story, Janet. Twenty-odd years ago, I was graduating from high school, too.



And I was thrilled at the prospect of landing a marvelous secretarial job at a support-myself salary. But I had no training other than typing and a little shorthand. Lots of my friends were taking jobs as file clerks and stenographers . . . but I wanted to get a good job. I didn't know how to go about it, so I decided to talk to the high school principal."

"Did he give you good advice?"

"Yes, he told me that if I wanted to land a really superior job, I should go to a good college of higher education for business and



get thorough secretarial training. He suggested Bryant College — and said I could get a B.S.S. degree there in only two years."

"And that's where you went, isn't it, Mother?" interrupted Janet.

"Yes, after talking it over at home, and sending for a catalog, I decided to enroll for Bryant College training. When I graduated, the college got me a job as secretary in the Plans Department in Brown & Barton's agency. I had been well trained for the job — and soon I was assisting not only my direct superior, but also other officials. As I learned more about the agency, and about advertising, I was given more and more responsibility. Then, soon after that, I left to get married and . . ."

"Then I came into the story," grinned Janet.

"Yes, and then your father died, and I decided to go back to B. & B."

"Did you get your old job back?" inquired Janet.

"Yes. My boss had always been enthusiastic about Bryant graduates — said they knew the 'whys and hows' of business . . . and he gave me back my old job. I got along famously . . . and moved up to be secretary to the president of our corporation."

"I've often envied you your job, Mother. It sounds so exciting — being secretary to an important executive. I'll bet you just about run that office when he's away." Janet's eyes were sparkling with excitement.



"I very often have to make decisions and see that things run smoothly. But do you see the point, Janet? Like Aesop's Fables, my story has a moral. Do you get it?"

Janet looked thoughtful. "Yes, Mom. You're trying to tell me, I think, that a high school diploma isn't necessarily the key to a good secretarial position. You're trying to tell me that I will need further training if I am going to land a preferred job. And that superior secretarial training can be a stepping-stone to the better executive positions."



"I'll give you an A-plus on that answer, darling," smiled Mrs. Hunter. "But, if you like, why don't you get someone else's ideas on the subject?"

Janet talked with Mr. MacBain

When Janet Hunter dropped in on the vocational adviser during study period Monday, she told him that she wanted to be a

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secretary and that her mother felt she should go on to college for training.

Mr. MacBain agreed. "Janet, although high schools do the best they can for their students, young women with college training obtain the better positions. Most employers I have talked with



prefer to hire a college-trained secretary so that she can be given every opportunity to grow with the business. If you have been trained to take responsibility, you will go far in modern business."

"Mother went to Bryant College, and she has a wonderful job now," said Janet.

Mr. MacBain nodded. "Excellent college, Bryant," he said. "You will make no mistake in choosing it to prepare you for your career. But why don't you look over some of the books in the

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library and find out for yourself how a well-trained secretary can 'go places' in business?"

The school librarian gave Janet some books

Janet learned that it took three wars and two inventions to establish women in a place of importance in the business world. The manpower shortage of the Civil War gave women their first opportunity. The telephone and typewriter gave them special tasks. World Wars I and II finished the job of making women equal to men in almost every earning field.

Reading further, Janet discovered that 88% of the women in *WHO'S WHO IN AMERICA* reported training beyond high school, indicating that advanced training, plus individual initiative, is becoming increasingly necessary for the successful woman today.

Secretarial skills are the most "usable" woman's entry into a business office. Very often, secretarial training has given an ambitious young woman a start that has led later to a responsible position of management in the company.

- Two women were recently appointed executive officers of one of America's leading oil companies.
- A large aircraft corporation last year selected a woman to be secretary of the company and its subsidiaries.
- Another includes a woman among its directors.
- The secretary of a corporation — a large advertising firm — is a woman who received her early training in business.

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Native ability, ambition, hard work — and good secretarial training — help to take a woman to the top of the business ladder.

When Janet had these facts first-hand — she had definitely made up her mind. She decided to get the training — in college — that would best fit her for a superior secretarial position. That night she sent to Bryant College for a catalog. When it came, she sat down to read it.



Here are some of the facts Janet learned about Bryant

Bryant College is in Providence, the capital of Rhode Island. The city is a cultural center, with many social and recreational advantages. It is a thriving industrial community, too, offering many excellent employment opportunities to Bryant graduates.

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Practical Business Training

Bryant is a professional school of higher education, providing practical business training. All instruction is of the standard of a senior college. Faculty consists of college- and university-trained men and women who have had practical business experience, and

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in many cases are practicing their professions while teaching at the college.



Streamlined Courses

Business efficiency has been put into the educational procedures of Bryant College. Courses have been streamlined. With instruction on an approved collegiate level, it grants *bachelor degrees in two years*. There are more semester hours per week than in most colleges, and classes are scheduled 48 weeks in the year. Graduates are able, therefore, to accept positions and start earning salaries two years earlier than they would if they had taken similar training in a usual four-year college.

- The accelerated course (1) conserves a student's time;
(2) reduces educational expenses;
(3) increases total earnings.

There are three schools a student may enter at Bryant College:

The School of Secretarial Science grants a B.S.S. degree (Bachelor of Secretarial Science) upon completion of a two-year course. *Executive Secretarial Program I* is planned for graduates of commercial programs in high school who have had two years' training in shorthand and typewriting. The graduate of a technical, classical or general high school, who has had no business training, may choose *Executive Secretarial Program II*.



Realizing that full training in fundamentals is necessary for the girl who wishes to be a superior secretary, Bryant College takes infinite pains to train its girls not only in the "how" of doing things, but in the "why" of doing things. A girl receives thorough instruction in office procedures, accounting systems, business correspondence. Expert skill in taking and transcribing dictation is developed.

A background of cultural subjects is given the young woman who wants an executive secretarial job. The course includes lectures on personality development under the direction of the John Robert Powers School of New York; a series of lectures on cultural subjects is given by outstanding leaders in various fields. English composition and English literature are required courses in the curriculum and other cultural subjects are available.

A shorter Secretarial Course leads to a diploma at the end of one year. This is planned for both commercial and academic graduates of high schools.

The School of Business Administration, Accountancy and Finance grants a B.S. in B.A. (Bachelor of Science in Business Administration) or B.S. in A. (Bachelor of Science in Accounting) degree on completion of a two-year course. Students get a broad understanding of business, its principles and operation in both courses.



The School of Business Teacher Training grants an A.B. in B.Ed. (Bachelor of Arts in Business Education) degree upon completion of a four-year course. This course prepares young men and women to teach business subjects and is approved by the State of Rhode Island as well as the State Directors of Education in all New England States. It provides specialized training in business and cultural subjects, with studies in educational methods and a semester of practice teaching in public high schools.

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Entrance Requirements

Graduation from an accredited high or preparatory school is required for entrance to Bryant College. The applicant must also have a good scholastic record, an acceptable personality, and favorable recommendation from her preparatory school.

A limited amount of scholarship funds is available for qualified students, and part-time employment can be arranged if a student needs to earn a portion of her expenses.

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Placement Bureau

A free, lifetime placement service is maintained by Bryant College for its graduates. Vocational counsel and guidance are given, contacts maintained with businesses and industries all over New England, and other parts of the country. Representatives from companies often come to the college to look for promising

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people, and the Placement Bureau arranges interviews for interested students.

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Bryant Campus

There are twelve spacious buildings on the Bryant campus, which is in the best residential section of Providence. These house the classrooms, dormitories, placement bureau, library, cafeteria and administration offices. The auditorium and gymnasium seats 700. Bryant students have free use of the Providence Public Library, the State Law Library in the State House, and many other similar facilities.

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Equipment

Bryant College has spent thousands of dollars to provide its students with the most modern business machines. Much is spent also for statistical services and reports which are used in a variety of businesses. Thus, the student constantly receives up-to-the-minute instruction.

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Student Activities

The concentrated course, with a degree in two years, is possible because Bryant has successfully eliminated non-essentials from its curriculum. Although studies are emphasized at Bryant, there is still time and occasion for a well-rounded social and recreational

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program at the college — dances, plays, concerts, athletics. The student activity council co-ordinates and promotes these student affairs, builds a spirit of fellowship on the campus. The Key is the college Honor Society, for students who maintain a better-than-average college record and are designated by the deans of the departments to be on the Honor Roll. A number of fraternities and sororities have chapters on the campus. The Masquers, college drama society, puts on several plays every year, and the Glee Club and the Orchestra give concerts. There are two college publications, *The Archway* and the *Alumni Bulletin*, both staffed by students.

The gymnasium is equipped with modern athletic apparatus. There is active intramural competition in basketball, volleyball, bowling and tennis.

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Janet decided that Bryant had what she needed to help her get started in life promptly. She enrolled for the two-year Secretarial Course.

What is your answer?

What are you going to do with your life? If you want to make a career for yourself in business, you should plan now to get the specialized knowledge and training that will help you advance when the opportunities come.

The Director of Admissions will gladly answer any questions you may have about Bryant College, and the training it provides.

Bryant College

Founded 1863

PROVIDENCE • RHODE ISLAND