



Careers For WOMEN

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BRYANT COLLEGE
PROVIDENCE, RHODE ISLAND



BRYANT COLLEGE
OF BUSINESS ADMINISTRATION
AND SECRETARIAL SCIENCE
PROVIDENCE, RHODE ISLAND
Founded in 1863

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Careers for Women

RAPIDLY and radically changing conditions are making academically inclined young women look with interest upon careers in business.

Opportunities for women in business have long been recognized, but today these opportunities are greater than ever. Government and war industry have a demand for qualified Secretaries and Accountants far in excess of the supply. Nor will that demand end when the war is won. It is authoritatively stated by government officials that the demand will be even greater in the post-war reconstruction period.

IT IS THE ERA OF WOMEN'S GREAT OPPORTUNITY!

SECRETARIAL Training is the open sesame to many brilliant careers for women.

Many of the leading women executives in government, business and the professions began their careers as Secretaries.

The opportunities for advancement in secretarial work are many. The work is dignified, pleasant, active and appealing to young women of alert mental calibre. The contacts are interesting and valuable. The salaries are excellent.

The well-trained Secretary quickly becomes a valuable assistant. Instead of being on the outer fringe of the organization, she usually finds herself near the inner circle. She comes to know and often assist not only her direct superior but also the other officials of the firm, and she is permitted, even encouraged, to familiarize herself with the work of the various departments. She is given more and more responsibility. She soon develops executive ability. If a vacancy higher up occurs, she is usually considered for it. Her rise to an important executive position — and the corresponding salary — follows.



Career Girls

Higher Education for Business

BRYANT COLLEGE for eighty years has been offering to young women higher education for business. Today it is internationally known. Its alumnae are filling responsible positions in all parts of the United States and in several foreign countries. A Bryant degree or diploma carries prestige in business.

EFFICIENCY AND CULTURE

Sound, practical and thorough are the keynotes of Bryant College training. Hand in hand with this soundness of Bryant specialized training for business is the cultural development which the employer has a right to expect from his executive assistant, the Secretary or the Accountant. Cultural development is an important requisite for success in better business environments. Efficiency and culture are the marks of a Bryant trained Secretary and Accountant.

Character building; correct, forceful, effective spoken and written English; and such important Personality traits as good taste and neatness of dress, poise, posture, attentiveness and listening ability, graciousness and dignity of manner, a pleasing speaking voice, and other cultural features are emphasized and practised in classrooms and lecture halls in Bryant College, and in the social affairs of campus and dormitories.

Lectures throughout the year by distinguished men and women of international reputation and participation in patriotic and civic affairs are other features contributing to the cultural and mental development of Bryant College students.



*Poised, practical, efficient,
Bryant - trained secretaries
become important executives.*



Keen and capable, the Bryant-trained Secretary is an important factor in business or government office.

The Executive Secretarial Program

THIS Program is planned for young women who desire to qualify for the more responsible secretarial positions which are often stepping stones to important executive posts. It insures the added knowledge and training which lead to advancement in broader spheres and on higher planes of business activity. This Program leads to the degree of Bachelor of Secretarial Science (B.S.S.).

The graduate of this Course is fitted for special secretarial positions in Government and War Industry, and for important positions in the offices of financial and banking institutions, of professional men, of newspapers and publishers, and in social secretarial work.

The Program of this course includes besides Advanced Shorthand Speed and Advanced Secretarial Typewriting (70 words), Office Machines and Filing and Indexing, such important and practical subjects as Fundamental Accounting, the Mathematics of Accounting, Partnership and Corporation Accounting, Secretarial Technique, Problems of Business Letter Writing, Vocabulary Building, Business English, Business Law, Contract Law, the Principles of Business, the Psychology of Business, Economic Geography, Word Study, Business Ethics, Money and Banking, Public Speaking, Office Procedure, Fundamental Economics, Business Composition and Word Study, Personality Development and Business Relationships.

THE WARTIME SECRETARIAL COURSE

THE One-Year (40 Weeks) Wartime Secretarial Course is especially planned for young women who desire to qualify in the shortest possible time for immediate employment in Government and War Industry in order that they may help meet the acute shortage of secretarial assistants.

The Program includes thorough training in such major subjects as Shorthand Theory and Practice, Typewriting (50 words), Bookkeeping, Business English and Correspondence, Office Machines and Filing, Personality Development and Business Relationships.



THE Receptionist-Telephone Operator is an important office assistant. The work is pleasant and interesting. How to handle clients on the telephone without incurring waste of time and money for clients or employer requires intelligence, skill, accuracy, and tactfulness. Ease and efficiency at the telephone reflect the training of Bryant graduates.

THE Army-Navy Office Training Program is a special Preparedness course to condition and orient women for the Army, Navy, Waacs, Waves or any other branch of the service. The training is intended to reduce the time spent by women eager to help in the war effort by instructing them in some of the important Army and Navy office work.



ONE of the most valuable office assistants is the Filing and Index Secretary. Mastery of the Alphabetical Indexes, Card Files, Correspondence Files, Coding, Geographic Files, Follow-Up Systems, Numeric Files, Subject Files, Duplex and Decimal Subject Files, Department Records, Government Files, Centralized Departmentalized Files, Visible Files, Analyzing Files, Incentive Plans, Filing in an Accountant's Office, Filing in a Hospital Office, Filing in an Engineering Office, and Filing in an Advertising Agency, make the Filing and Index Secretary a vital and indispensable factor in a business office.



THE Army-Navy Office Training Program gives a comprehensive knowledge of Army and Navy organization, administration and clerical procedures. Organization, insignia, pay tables, personnel, regulations, administration forms, correspondence, personnel filing and indexing, re-employment Provisions of the Selective Service Act, soldiers' and sailors' Civil Relief Act, national service life insurance, army training schools, occupational skills in the army and the methods of classification, the articles of war, military discipline and courtesy, personal salutes and honors, the Flag, clothing and equipment allowances, common military expressions and authorized army abbreviations are among the subjects included in this course.

The Medical Secretarial Course

A SPECIAL Wartime Course in Medical Secretarial Training is a highly specialized program of interest and appeal to many young women. Opportunities in this particular branch of secretarial training are many. The drafting of trained nurses and the office assistants of physicians and in laboratories and hospitals, has created an urgent demand for qualified Medical Secretaries.

Instruction by regular members of the Faculty is augmented in this Course by lectures by Physicians and nurses who know from actual experience the practical qualifications needed in Medical Secretaries.



IN addition to the important subjects of the regular secretarial programs, the One-Year Medical Secretarial Program includes Medical Terminology and Clinical Laboratory Theory, including Case Histories, Reports and Records, Hospital Records, Supplies and Preparation, Physicians' Records, Medical Ethics, First Aid, Sterilization and Care of Equipment.

In the second year of the degree course in Medical Secretarial Training, Ad-

vanced Clinical Laboratory Theory includes Laboratory Examination, Preparation of Patients, Blood Count, Blood Chemistry, Urine and Gastric Analysis, Basal Metabolism, Diseases, Asepsis and Cardiograph.

MEDICAL Secretarial Training is offered in a one-year Course, leading to a diploma, and a two-year Course leading to the degree of Bachelor of Secretarial Science (B.S.S.)

The Special Course for College Graduates

THE increasing tendency of graduates of academic or liberal arts colleges to seek careers in business has brought a realization that specialized education is a necessary complement to academic education for success in business. Competition with young women soundly and thoroughly college trained for business emphasizes this.

Upon the cultural foundation of a university training, highly successful careers in business are built.

For graduates of academic colleges, a special One-Year Executive Secretarial Course for College Graduates is included in the Bryant College curricula. This course leads to the degree of Bachelor of Secretarial Science (B.S.S.)

The Commercial Teacher-Training Course

AMONG the interesting and enjoyable Careers for Women is that of teaching Commercial subjects.

The field is one of many opportunities. Even when the demand for academic teachers is limited, there is always a big demand for teachers of commercial subjects. A Career as a teacher of commercial subjects is recommended to any young woman whose aptitude justifies the choice of this work.

The Commercial Teacher-Training Program of Bryant College is a four-year state-approved Course, equivalent in content and standards to many of the similar five-year courses in other colleges. It is approved by the Boards of Education in all the New England States, and graduates of this course are found teaching in high schools and private schools throughout New England.

The Commercial Teacher-Training Program leads to the degree of Bachelor of Arts in Commercial Education (A.B. in C.Ed.)

The Woman Accountant

YOUNG women Accountants are important in the business world of today.

There always has been a demand for Women Accountants, Auditors, Cost Accountants, Tax Accountants, Paymasters, Statisticians, and Public Accountants, but, curiously, only the most mathematically-inclined young women have hitherto shown an interest in this kind of work. This, despite the fact that few, if any, women who study Accounting ever fail to find excellent positions at exceptionally good salaries.

In recent years, however, there has been a growing recognition of the opportunities for women in this field. Today, more and more young women are qualifying for these opportunities. This increased interest has been accelerated by the demand during wartime for women accountants to replace men accountants who are being called to the Service.

The Accountant is a valuable assistant close to the nerve center of the business and she frequently becomes an important junior executive. Evidence of this is found in the rapidity with which Bryant graduates forge to the top. Many graduates of the School of Accountancy—Business Administration—in Bryant College in recent years are now filling outstanding accounting positions in Federal and State governments, and with leading industrial firms and banking institutions.

Bryant alumnae are also found among the Certified Public Accountants in different parts of the country. They usually pass brilliantly Civil Service and other highly competitive examinations, and advance rapidly from opening positions.



More and more women are finding brilliant careers in Accountancy.

The Accountancy-Business Administration Course

THE Two-Year Accountancy-Business Administration Course provides a broad and thorough education in the economic, financial and legal aspects of business and qualifies the graduate for highly remunerative administrative and executive positions. A thorough grounding in the fundamental principles and practices of Accounting and the legal and statistical features of modern business enables the graduate to give professional service in public, private, corporate and government employ. This program leads to the degree of Bachelor of Science in Accounting.

The Accountancy-Business Administration Program includes Auditing, Accounting Systems, Cost Accounting (including Governmental projects), Federal and State Taxation, and preparation for Certified Public Accounting examinations.

The ethics of accounting, and the personality and character traits needed for success in this field are also emphasized. Money and Banking, Advertising, Salesmanship, Typewriting, General Psychology, Partnership and Corporation Law, Business English and Office Machines are other useful and practical subjects covered by this course and prepare the student for the practical needs of business.

Bryant Courses Meet

BRYANT COLLEGE has steadfastly maintained a flexibility of curricula which enables it to meet the constantly changing conditions of business and government. Every new tax bill or economic law is studied as soon as it is passed. The Standard Statistical, the Babson, and the United Economic Services are used as a regular part of the instruction. Thus, the Bryant

The One-Year Accountancy Course

THE One-Year Accountancy Course is planned for young or adult women who want to qualify in the shortest possible time for immediate Accounting positions in government and war industry. The nation's need for Accountants is so urgent that this intensive course is offered as a contribution to the war effort and to enable women to fill vital government and war industry office positions while men are at the front.

The One-Year Accountancy Program leads to a diploma, but graduates of the course may apply earned credits of this program toward the degree of Bachelor of Science in Business Administration or Bachelor of Science in Accounting.

The Program includes sound, intensive training in Fundamental Accounting, Business Mathematics, Partnership and Corporation Accounting, Federal Income Tax Procedure, Law (Contracts, Agency, Partnership and Corporation, Interstate Commerce and Regulations, Sales), Office Machines, Filing and Indexing, Business English and Correspondence, Penmanship and Advanced Typewriting.

Constantly Changing Conditions

graduate has an up-to-the-minute and comprehensive understanding of actual business conditions of today and tomorrow and she can make useful analyses and forecasts and accurate interpretations of business conditions and trends, and adapt and apply them to her employer's own business.



South Hall

BRYANT COLLEGE was founded in 1863 and is internationally known as a professional school of higher education for business. Since 1916 it has been state authorized to confer degrees. It is the only institution of its character for business training in New England which is state authorized to confer degrees upon the completion of two-year programs. Its degree courses are comparable in technical content and results to those of professional schools of business administration in academic colleges and universities, which require four years to complete, and the degrees awarded are the same.

All courses of study at the College are under the direct supervision of, and accredited by, the Department of Education of the State of Rhode Island.

The College has nine beautiful buildings in an exclusive residential section of Providence. Probably no other students of business have such a beautiful background for study. Light, airy, modern classrooms and lecture halls; an auditorium and gymnasium; a cafeteria where dietitian-planned meals are served at moderate

prices; and four unusually attractive dormitories carefully college supervised; a small but attractive campus are among the features of Bryant College.

The Faculty of Bryant College is respectfully recognized in the educational world as outstanding. Every member of it is a full-time instructor. Every member has had both actual business as well as teaching experience. Each is a specialist in his or her field. Keen interest in young people, a sympathetic understanding of their problems, and a warm friendliness are attributes of the Bryant College Faculty which make students happy at Bryant College and help them toward scholastic success. A special staff of tutors is maintained to help—without cost—students who need additional help.

The atmosphere of Bryant College is distinctly collegiate, distinctly different from most schools of training for business. It is a state-authorized degree-granting college, with its courses of study under the supervision of the Department of Education of Rhode Island. Its physical equipment and extra-curricular activities are also collegiate.

The Placement Service of Bryant College is free to graduates for life and is nationwide in scope. A full-time director and his assistant are constantly in contact with employers in business, industry, government and the professions to interpret their special desires in office assistants and help supply them. The high scholastic standards of Bryant and the alert Placement Service of the College has made many businessmen invariably turn to Bryant when they are in need of an office assistant. A Bryant degree or diploma is the only recommendation most businessmen require.

The Bryant Placement Bureau does not guarantee positions—obviously no Placement Bureau can do that, since the ultimate decision of employment rests with the employer—but so successful has been the Bryant Placement Service that the percentage of graduates placed in positions—many even before graduation—each year is a high one. In the wartime era, the demand for Bryant graduates has been many times the supply, and will doubtless continue long after the war is won and the reconstruction period sets in.

IT is the policy of the College to select students who will uphold its standards and traditions. Its students come from all parts of the United States and several foreign countries. Bryant graduates readily pass Civil Service examinations and in almost every branch of the national and state governments, and in foreign consular service, Bryant graduates are filling responsible positions.

In the quiet of the Placement Bureau Employers interview applicants for positions.





ALL dormitories for young women students of Bryant College are across from South Hall, the main building of the College. The College itself, with its nine buildings, is located in the most exclusive residential section of Providence, away from the noise of the commercial centre of the city, yet within ten minutes' walk to the best shops and theatres. Charm, dignity and homelikeness are the pervading characteristics of Bryant College dormitories, and friendly, capable Housemothers are understanding counsellors and guides to resident students.



CHARM and graciousness of living create an atmosphere in which many life-long friendships are made.



EXTRA-CURRICULAR activities of cultural social affairs, and indoor and outdoor sports are a background for the high scholarship standards of Bryant College. Teas, all-college dances, the Greek Letter Dance, the annual Senior "Prom", sorority parties and picnics—the Dramatic Club, the Orchestra, the Glee Club, the Riding Club,—tennis, basketball, swimming, boating, skating and hiking—are among the social, cultural and recreational activities of the College year.

TUITION

The yearly tuition for the regular Secretarial and the Accountancy and Finance-Business Administration courses is \$390.00 payable in five payments. If paid in one payment on entrance date the tuition for these courses is \$375.00.

The yearly tuition for the forty-week Wartime Secretarial Course is \$350.00 if paid in five payments. If paid in one payment on entrance date the tuition for this course is \$337.00.

The tuition for the first year of the Commercial Teacher-Training Course is \$390.00 if paid in five payments. If paid in one payment on entrance date the tuition is \$375.00. The tuition for the second and third years of this course is \$330.00 each year payable on the above plan. The tuition for the fourth year of this course is \$275.00 payable in two payments of \$137.50 each, payments to be made on the opening date of each semester.

You are cordially invited to visit Bryant College and to call or send for the new Bryant College catalog giving complete information about courses, tuition, dormitories and other features of the College.
