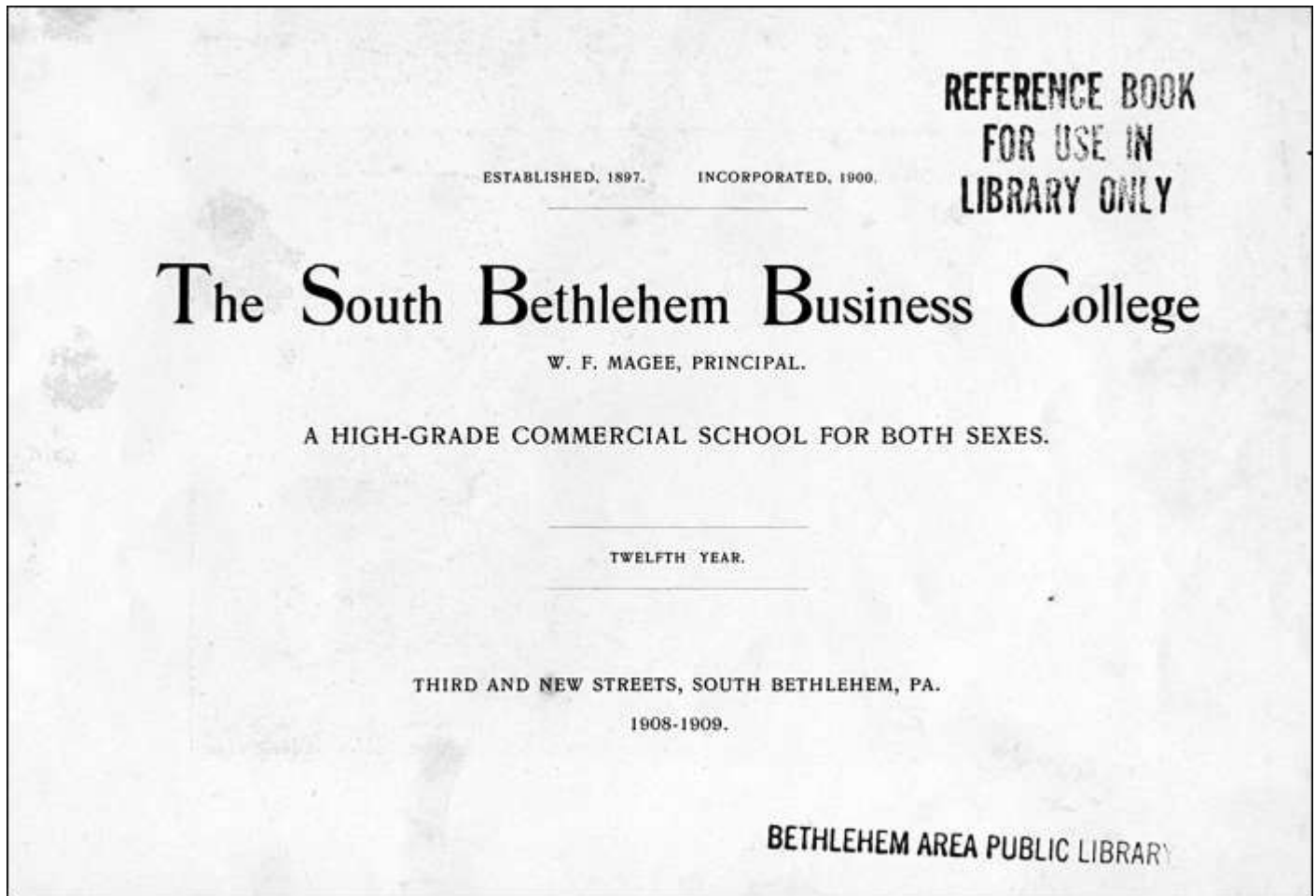


South Bethlehem Business College Catalog

1908–1909 catalog for prospective students detailing "scope of the work, the methods, and the facilities of the College", as well as fees.





HOME OF THE COLLEGE

In preparing this catalogue, the aim has been to explain briefly and plainly the scope of the work, the methods, and the facilities of the College, and to give other information that is usually desired by the prospective student of a business school.

The object of the institution is to give its students an education that will fit them to earn a living, — especially in the business world. By omitting branches of no practical value, permitting each one to advance independently of the others, and giving a great deal of individual instruction, the school is able to save the student much time and expense.

The College has been remarkably successful, and it enjoys the confidence and respect of all. An increased attendance each year, frequently more applications for office help than it can furnish, and the success of its graduates are all proof that this institution meets the demands of the business community. Time, hard work, and the demand for a practical education have contributed their share towards the growth of the school; but good teachers, thorough courses, judicious management, and the kind words and influence of former students have, without doubt, been the chief factors in its success.



Calendar, 1908–1909.

Day School

School Year begins Monday, August 10, 1908, and continues until Wednesday, June 30, 1909, — 11 months.

Fall Opening Day, Tuesday, September 1, 1908.

Sessions every week-day, except Saturday, from 9.00 until 11.30 A.M., and 1.00 until 3.30 P.M.

Rooms open for study from 8 A.M. until 5 P.M. Close at 4 P.M. on Saturday.

Holidays

No sessions are held on the principal legal holidays.

Night School

Term begins Tuesday, September 1, 1908, and continues until April 29, 1909, — 8 months.

Sessions on Monday, Tuesday, and Thursday, from 7.15 until 9.15 P.M.

Rooms open at 6.30 P.M.

Office Hours

College office open throughout entire year, except legal holidays, from 8 A.M. until 5 P.M. Close at 4 P.M. on Saturday.

Evenings, 6.30 until 9.15 P.M., on Monday, Tuesday, and Thursday, from September 1, 1908, until May 1, 1909.

The Home of the College

The College occupies a portion of the O'Reilly Building, at Third and New Streets. All street railways center at this point, and the stations on the steam roads are only a few squares distant. The school rooms are all large, splendidly lighted on all sides, and were laid out and fitted up especially for our purpose.

In equipment, no commercial school in this part of the country surpasses. Every room is furnished with substantial furniture, made expressly for business college purposes. In the Business Department, there is a well-equipped suite of offices in addition to the ordinary school desks. In the Shorthand Department, a large number of new typewriters, the latest and best in the market, are set apart for the exclusive use of students. File, copying devices, and other modern appliances used in a good commercial school or in an up-to-date business office are found in every department. In fact, nothing that is necessary for the welfare and comfort of the student has been omitted.

The Faculty

The most important factor in the success of any school is good teachers. This is especially true in a commercial college. The work requires men who are not only well educated, but who have a practical knowledge of modern business methods.

Great care has been exercised in selecting instructors for the different departments. No inexperienced teachers are employed at any time, but all are engaged with special reference to their fitness for the work to be done.

Each member of the faculty is a graduate of one or more prominent schools, and has successfully filled responsible positions before engaging with this College. The manager of the Business Department has been connected with the school since its organization, and the principal of the Shorthand Department has successfully filled this position for more than ten years. Both have had more than twenty years' experience in this line of work. The policy of the institution is to pay sufficient salaries to secure and retain first-class teachers.

Enough instructors are employed at all times to give every student a great deal of individual attention in addition to class instruction. Extra teachers are engaged during the busy season and for Night School.



BUSINESS DEPARTMENT

Our specialty is training young men and young women for business. Because of our large enrollment, we can usually supply bookkeepers, stenographers, typewriters, and other clerical help, with or without office experience, at short notice.

Business men needing office help, temporarily or permanently, are requested to call at the College or to write us. A list of suitable persons from which to select will be furnished; or, if desired, some one will be sent on trial. Only competent persons are recommended.

Situations

Every year many requests are received from business men for bookkeepers, stenographers, and other clerical help. Firms from the Bethlehems and vicinity send us the majority of these applications, but the number of calls from other towns and cities increases yearly. The demand is greatest for persons having a knowledge of both Bookkeeping and Shorthand.

The College, situated in a great manufacturing centre, near vast cement and slate operations, and but a short distance from New York and Philadelphia, has an advantage possessed by few commercial schools. Recently additions costing many millions have been made to our immense steel works, and this means a greatly increased office force. When the hundreds of people required in the local railroad offices are added, it can readily be seen that the question of a position here depends chiefly upon the preparation to fill it. Two corporations alone employ, at the present time, in their South Bethlehem offices more than a hundred of our former students. What better proof of the efficiency of our school and the demand for our graduates can we offer?

Graduates are given all possible assistance in securing desirable situations, either at home or in other cities, but we never guarantee to get a position for any one.

Courses of Study

Business Course

Bookkeeping
Business Practice
Business Law
Office Work
Banking
Business Forms
Duplicating
Filing

Arithmetic
Penmanship
Correspondence
Practical Grammar
Punctuation
Composition
Spelling
Rapid Calculation

Combined Course

Bookkeeping
Business Practice
Business Law
Banking
Business Forms
Duplicating
Filing
Shorthand
Typewriting

Arithmetic
Penmanship
Correspondence
Practical Grammar
Punctuation
Composition
Spelling
Rapid Calculation
Grammar

Shorthand Course

Shorthand
Typewriting
Tabulating
Duplicating
Office Work
Business Forms
Filing

Penmanship
Correspondence
Practical Grammar
Punctuation
Composition
Spelling
Rapid Calculation

Academic Course

Arithmetic
Penmanship
Spelling
Rapid Calculation
Correspondence

Reading
History
Geography
Composition
Grammar

Business Course

This course of study is designed to give young people a thorough business training, together with a review of the common branches. It prepares students to keep books, for general office work, and for any of the many positions in the business world requiring accuracy and rapidity at figures, good business penmanship, a knowledge of accounting and commercial law, and the ability to compose a good letter and to write and use business papers.

The course includes everything that is absolutely essential to a thorough business education. Subjects of the greatest importance receive the most attention. By our system of instruction, it is possible to give a student who is deficient in certain branches additional instruction in such subjects, and yet not retard the progress of others.

The time required by the average student to complete the Business Course varies from six months to a school year.

Business Branches

The purely business part of the course includes Single and Double Entry Bookkeeping, Business Practice, Business Transactions with other Colleges, Banking, Commercial Law, Shipping and Commission Business, Wholesaling, Transportation, General Office Work, Duplicating Systems, Filing, Writing and Using Business and Legal Papers, etc.

The course is divided into five well-graded sections; viz., Introductory, Intermediate, Advanced, Business Practice, and Office Department. Each section covers a distinct portion of the work. Students who do not desire to complete the full course can discontinue the work at the end of any section, without disadvantage.

Academic Branches

The subjects included under this head are Arithmetic, Penmanship, Correspondence, Practical Grammar, Punctuation, Composition, Spelling, Defining, and Rapid Calculation. A thorough knowledge of these branches is indispensable to one who would succeed in the business world. Unless satisfactory examinations can be passed at the time of entrance, students in the Business Department are required to pursue all the subjects named.

Division of Time

Three hours of each day's session are devoted to the Business branches and two hours to the Academic. After being promoted to the Office Department, students able to pass final examinations in Arithmetic and the English branches may spend more time on Bookkeeping.

System of Bookkeeping

The system used is the latest and most progressive yet devised, and it has been adopted by the majority of the best schools in the United States. The student begins in the capacity of bookkeeper for a small concern. At first only the simplest transactions are given, and, as the student advances, the work becomes more difficult and increases in volume. Later partners are admitted, the business is gradually extended, more books are kept, and many labor-saving methods and devices are introduced.

The student writes and receives every form of business paper in common use, including checks, notes, drafts, orders, receipts, insurance policies, leases, deeds, articles of agreement, bills of sale, etc. Instead of copying fictitious transactions from a textbook, the student makes entries for business actually performed, and for papers he receives and writes, exactly as a bookkeeper would do in a business office.

The transactions are so well graded that any student with a fair knowledge of Arithmetic can begin the work without difficulty. Except for general explanations, the instruction in Bookkeeping is given individually. Each one works independently of the others, and the progress of one person does not hurry nor retard that of any other student. Some finish the subject in one-third the time required by others.

Transactions with other Colleges

When the elementary part of the course has been completed the student is promoted to the Business Practice Department. Here he becomes the proprietor of an extensive wholesale business. In addition to transactions performed with schoolmates and local firms, he buys and sells and conducts a regular business correspondence with the students and office firms in many other commercial colleges.

The daily mail brings numerous orders, invoices for goods purchased, and letters on various subjects pertaining to the business. The orders are filled at the current market prices, goods are received and forwarded at the freight office, and letters requiring it are answered. Press or carbon copies are taken of all letters and important papers sent out; and bills, receipts, and letters received are carefully filed for future reference.

Every student must keep a complete set of books, and his accounts must agree at all times with those of the individuals and firms with whom he deals. The transactions for each one differ, and there is no incentive nor opportunity to copy. It is necessary to have a deposit at bank, and the student is as much interested as the average merchant in maintaining a large balance.

The different schools, with their office firms, are like so many cities. The students represent the individual business men; and the office firms, the large companies and corporations. The correspondence required furnishes an excellent drill in writing real letters, and the students in the various schools try to excel one another in doing neat work.

Teaching business by the inter-communication plan has the endorsement of leading educators everywhere, and practically all the best commercial schools now conduct their business practice departments in this way.

Office Department

This department includes a Bank, Wholesale House, Freight Office, Commission House, and Commercial Exchange. Each office is equipped with files, a supply of suitable stationery, and a set of books specially designed for the business to be done.

Business of Each Office

The business in the Office Department results from transactions with students in our own and other schools. In the Wholesale House, hundreds of orders are received and filled. The Commission House receives many consignments each week, and, when the goods are sold, renders account sales to the shipper. At the Commercial Exchange and Real Estate Office, property is bought, sold and leased, rents collected, insurance policies issued, and a great variety of other transactions performed. The Freight Office is kept busy forwarding goods to other schools and delivering packages received for students. The Bank receives deposits from students and office firms, discounts and collects notes and drafts, has dealings with many other school banks, and, in fact, does business like that of a real banking institution.

Every student pursuing the Business Course is required to serve some time in each office in the capacity of manager and bookkeeper.

Academic Course

Students whose general education is too limited to take up the Business or the Shorthand Course are advised to pursue some or all of the academic branches. When they can make a satisfactory showing in the preparatory work, they will be permitted to begin one of the advanced courses. Many students who are not too deficient in Arithmetic, Grammar, etc., by doing a little extra work, are able to pursue Bookkeeping or Shorthand in connection with the academic studies.

Shorthand Course

This course includes Shorthand and Typewriting, and such additional subjects that are necessary to fit young persons for the duties of stenographer and typewriter. Besides being very interesting and useful, there are few branches that give the student a better training than Shorthand and Typewriting.

Speed classes to suit all grades and systems are conducted day and evening throughout the entire school year. When students have learned the rules and principles, they may enter as many dictation classes for practice as their time and ability will permit. Students are required each day to transcribe their shorthand notes on the typewriter and, after the work is approved by the teacher, to place the papers on file.

The English branches are given much attention, for stenography without them is of little value. All students in this department are required to take instruction in Spelling, Grammar, Correspondence, Punctuation, Penmanship, and Rapid Calculation, unless they are able, *at time of entrance*, to pass satisfactory examinations in these subjects.

The time required to complete the Shorthand Course varies from six months to a school year.

Division of Time

Three and one-half hours of each day's session are devoted to Shorthand, Typewriting, Duplicating, etc., and one and one-half hours to the English branches.

Systems

The Graham and Pitman systems are taught. They are capable of being written at a high speed, and are considered the best by the leading authorities. Nearly all the expert reporters write Graham or some form of Pitman shorthand. No more time or work is required to master one of these systems than it takes to learn a poor one; and, when you have learned a good system, you will be able to write at a higher speed and, of course, command a better salary.



SECTION OF GRADUATING CLASS, 1908

THE SOUTH BETHLEHEM BUSINESS COLLEGE *Seventeenth page*



SECTION OF GRADUATING CLASS, 1908



TYPEWRITING DEPARTMENT

Typewriting

The latest model Remington, Smith Premier, and Underwood typewriters are used. These are the leading machines in use, and students learning on them will experience no trouble in operating any standard typewriter. The College is equipped with a sufficient number of typewriters to allow each student a great deal of practice daily.

Students are taught to operate the machine by touch, that is, without looking at the keyboard. All the fingers are used, each one being trained to strike certain keys, and the student is soon able to locate the letters as readily by touch as by sight. It is certainly as easy for one to learn the keyboard of a typewriter as for a musician to memorize the location of the keys on a piano.

The Touch System has many advantages over the old two-finger sight method of writing. No time is lost looking back and forth from the keyboard to the matter to be written, there is less chance for errors and omissions, and the writer will do more and better work in a given time, with less exertion.

After the student has learned how to use the machine and can copy well, letters and other matter dictated in the shorthand classes are transcribed. Daily practice on the machine is required of every student pursuing this course and all work must be presented to the teacher for inspection and criticism. Advanced students are given a great deal of practice in writing legal documents and specifications, in manifolding and press copying, and in preparing different styles of tabulated work.

What is Required of a Stenographer

To be successful, a stenographer must be able to write a good hand, spell correctly, and compose, arrange and punctuate a business letter. He should have a general knowledge of how business is conducted. He must be able to

do neat and accurate work at a rapid rate on the typewriter, take press, carbon and mimeograph copies, file letters, etc. All these things are taught in our school. In fact, we aim to give students a thorough training in every feature of office work.

Combined Course

This course has been prepared to give the student a complete commercial training. It includes all the branches named in the Business and the Shorthand Courses.

The Business Course prepares for a great variety of positions but it does not fit for stenographic work. On the other hand, while the Shorthand Course thoroughly prepares the student for the duties of stenographer and typewriter or private secretary, it does not include bookkeeping and accounting. The Combined Course prepares the student to perform the duties of bookkeeper or stenographer, or both, really giving him three opportunities in securing a position compared to one for the graduate of a single course.

A great many business houses do not require the services of two persons in the office, and these concerns usually employ some one who understands both Bookkeeping and Shorthand. The demand for such help, both male and female, is usually greater than the supply. Many of our students complete both courses, and they seldom have any difficulty in securing immediate employment at good salaries.

Persons enrolling for this course commence with Bookkeeping and the other business subjects, and when these are finished, they take up Shorthand and Typewriting. Few students are able to make satisfactory progress by pursuing all the branches in both courses at the same time. Students having a good English education, by doing a reasonable amount of work before and after sessions, sometimes complete the Combined Course in a school year. The time for the average student varies from one to two terms.

Special Courses

When desired, students may omit studies in which they are proficient and select branches from one or more of our regular courses. All students who desire to graduate, however, must pass examinations in all branches of either the Business or the Shorthand Course.

Examinations

There are no examinations for admission. Written examinations for promotion and graduation are held monthly.

Applicants who wish to be assigned to our advanced classes in Arithmetic, Grammar, Correspondence, etc., will be given a test in these subjects. Public school teachers and graduates of high schools and institutions of equal or higher grade will be admitted to the advanced classes without examination.

Requirements for Graduation

Students who desire to graduate must do the work outlined and pass satisfactory examinations in all the branches included in the course pursued. In Shorthand, the student is required to write new matter at the rate of one hundred and ten words a minute for five consecutive minutes, and to transcribe the notes correctly on the typewriter within thirty minutes. The speed required in Typewriting is fifty words per minute from dictation and forty words per minute in copying.

A diploma is given free to all students completing either the Business or the Shorthand Course.

Length of a Course

The time required for the average student to complete either the Business or the Shorthand Course varies from six months to a school year, and for the Combined Course from one to two terms.

Much depends upon the student's age, education when enrolling, and application to work while in school. Some accomplish more in one month than others do in three, and it is almost impossible to state in advance how long it will require a particular student. Teachers and graduates of high schools and colleges frequently complete a course in less than the time mentioned, while very young pupils and those whose early education has been neglected may need more.

It does not require any more time to complete a course at this institution than it does at any other high-grade business school.

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SHORTHAND DEPARTMENT

Night School

To accommodate those who are employed during the day and to enable day students to do additional work, a night school is conducted from September 1 until May 1 (eight months) each year. Sessions are held from 7.15 until 9.15 P.M. on Monday, Tuesday, and Thursday. The evening courses include the same branches that are taught during the day, and the work is in charge of a corps of experienced teachers.

Both sexes and all grades may enroll at any time, and all are permitted to select the branches they desire to pursue. Part of the time may be spent in one department and the remainder of the session in another, without additional cost. The program is arranged so that every student receives a great deal of individual attention. Backward students will be given private instruction.

The different departments occupy separate rooms, thus avoiding the annoyance and confusion usually found where many students of all grades are crowded into one room. The College is neatly furnished, well heated and lighted, and is a pleasant as well as a profitable place to spend the long winter evenings.

Reduced rates will be given to students unable to attend full time, if arrangements are made at the time of enrollment.

Home Study Courses

The College offers a Home Study Course, which includes all the branches taught in the Business and the Shorthand Departments. Two plans are offered,—by correspondence and by personal instruction.

The correspondence method is intended for those who are unable to call at the College. The personal instruction plan is the better, and we advise Home Study students to bring lessons here whenever it is possible to do so. This may be done either day or evening, and without additional cost.

The course in Bookkeeping is divided into four parts. The charge, including all necessary textbooks and stationery, is \$5.00 for each part. For Shorthand the charge, including textbooks, is \$12.00. Fees are payable at the time of enrollment.

What it will Cost

Rates of Tuition

Payable in advance.

DAY SESSIONS

Ten months	\$ 70.00
.....	75.00
Eleven months	
.....	

SHORT TERM PLAN

During first six months

One month	\$ 9.00
..... Three	25.00
months	45.00
Six months	
.....	

After the sixth month

One month	\$ 7.00
..... Three	20.00
months	35.00
Six months	
.....	

NIGHT SESSIONS

Eight months	\$ 22.00
..... Three	10.00
months	3.75
By the month	
.....	

After the eighth month, \$3.00 per month

Books and Stationery

The cost of textbooks and stationery varies according to the course pursued, time in attendance, and care taken by the student. Every effort has been made to keep the student's bill as low as possible. All supplies required may be purchased at the College.

The outfit to begin the full Business Course costs \$7.00; for the full Shorthand Course, \$5.00. Some additional supplies will be needed later for each course.

The outfits needed for Night School are smaller and much less expensive. For the common branches, the expense for books varies from 50 cents to \$1.50 for a term.

Stationery is payable at time of purchase.

Special School Year Rate

Tuition for Day Session, from either August 10 or September 1, 1908, to July 1, 1909, if all paid by September 15 — \$70.00

One tuition fee entitles the student to instruction in one or all departments. The charge is for the time the student attends, and not for the number of branches pursued.

Reductions

A reduction is made in tuition when a student *arranges in advance* to attend part time. When two from a family *attend at the same time*, one is charged the full rate and the other half rate.

Lost Time

No allowance is made for time lost on account of irregular attendance. When a student is absent a week or more continuously on account of sickness or other unavoidable cause, the lost time may be made up either in the same or the next term, provided a written statement of absence is presented.

Tuition Transferable

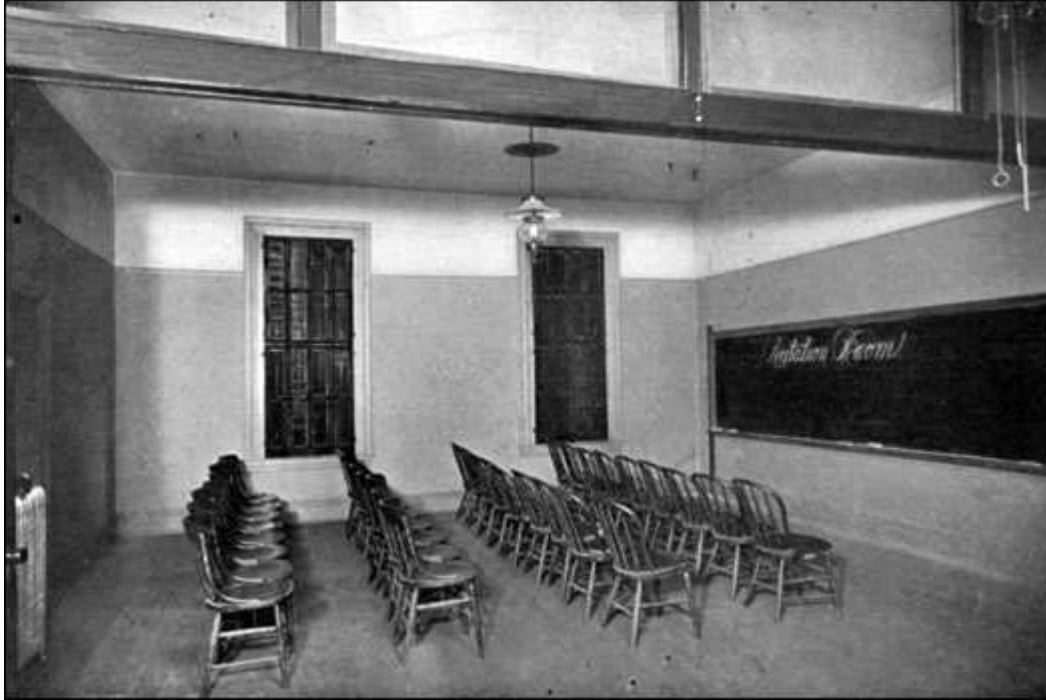
Unused tuition may be transferred within a year from the date of leaving to another member of the family, or to any other person of good character and suitable age who has not already enrolled as a student. Transfers must be approved by the Principal. In the case of death or permanent sickness of the student, tuition paid in advance will be refunded.

Board

Good board and room may be secured at from \$3.50 to \$4.50 per week. The rates are considerably lower when the student is home Saturday and Sunday.

Railroad Tickets

Monthly school tickets are sold at greatly reduced rates to students, by all railroads entering the Bethlehems. For particulars call on your local ticket agent, or address the College.



CLASS ROOM

General Information

When to Enroll

Students may enroll for a full or special course on any school day of the year, without disadvantage to themselves or to others. Each student enters upon a separate term, counting the time from the first day of attendance. Persons desiring to attend should call at the College, or write to the Principal before the day of entering, so that they may begin their studies without delay or confusion.

Visitors

Parents, former students, and all others interested in school work are cordially invited to visit us at any time. We have no special visitors' day.

Rules and Regulations

Students are received and treated as ladies and gentlemen, and they are expected to be courteous to the teachers and to one another. Our rules and regulations are similar to those found in every well conducted school, and students who will not comply cheerfully and willingly with them are not wanted.

Promptness

We believe that promptness is one of the prime qualifications for business. We insist on all students being punctual, not only in arriving at school, but in all their duties during the session. A satisfactory written excuse is required for each time tardy or absent. Students who are habitually tardy or irregular in attendance seldom accomplish much, and we do not hold ourselves responsible for their progress.

Records

Complete, permanent records are kept of each student's attendance, progress, examinations, and conduct, and we shall be pleased to furnish this information concerning any present or former student to parents, prospective employer, or other persons directly interested.

Reports

Monthly reports showing the attendance, progress, and conduct of each student under twenty-one years of age are mailed to parents or guardians.

List of Students

For School Year Ending June 30, 1908

Day School

Adams, Bertha, South Bethlehem	Dwyer, John A., South Bethlehem
Abbott, Augusta L., South Bethlehem	Ettwein, Nellie M., Noxen
Buchecker, William D., Centre Valley	Fritz, Henry A., Chapman Quarries
Best, Wilbert C., Bethlehem	Frey, Jenny S., Richland Centre
Best Floyd R., Bethlehem	Freedman, Fannie, South Bethlehem
Bolla, Roque J., Corrientes, Argentine Republic, S.A.	Gruver, Merritt L., Seidersville
Byrne, Peter W., South Bethlehem	George, Joe H., Chapman Quarries
Bedford, Harry C., Quakertown	George, Elsie Q., Nazareth
Bachman, Roland A., Freemansburg	George, Albert R., Sellersville
Bilger, Robert E., Richland Centre	Geisinger, Alice M., Centre Valley
Bauder, Mertie E., South Bethlehem	Gerlach, Emma M., Bethlehem
Butz, Warren E., Rittersville	Goerlich, Bessie M., Bethlehem
Buss, Harry L., Hellertown	Godshalk, Elwood, Pen Argyl
Baker, John P., East Bangor	Heft, Ada M., Springtown
Connell, Mary M., South Bethlehem	Hess, Jacob, Johnsonville
Couch, Alice B., Pen Argyl	Heitz, Mabel M., Quakertown
Chemberlin, Jennie, Bethlehem	Hess, Thomas J., Bethlehem
Cawley, Walter, Springtown	Hermany, Ellen S., Bethlehem
Cann, Pearl L., Pen Argyl	Hellick, Arthur H., Nazareth
Dimmick, William H., Hellertown	Heffelfinger, Richard, Bethlehem
Dewalt, Harry H., Butztown	Hoere, Helena P., Bethlehem
Drake, Carrie, Bethlehem	Hassen, James, Friedensville
Dankel, George, Chapman Quarries	Hess, Cora M., Springtown
Dwyer, Nellie, South Bethlehem	Hess, Addie, Hellertown
Dwyer, Nellie T., South Bethlehem	Hess, Charles, Bethlehem

Houston, Cecilia, South Bethlehem	Quinn, John S., South Bethlehem
Henry Robert, Quakertown	Renner, Elmer E., Bethlehem
Krueger, Austin F., Springtown	Repsher, Thomas, South Bethlehem
Knecht, Harry L., Parvin	Repsher, Robert, South Bethlehem
Kreidler, Mark R., Bath	Reichling, Anna, Bethlehem
Keim, Esther S., Bethlehem	Ramirez, Antonio, Aguadilla, Porto Rico
Kelly, Alice E., South Bethlehem	Reiser, Lottie J., Bethlehem
Kocher, Albert T., Wind Gap	Robinson, M. Naomi, Pen Argyl
Kelly, Katie B., Friedensville	Ruth, Jennie A., Bethlehem
Kellow, Norman A., Pen Argyl	Reiter, Daniel W., Richland Centre
Koplin, Howard K. (deceased)	Reagle, William H., Nazareth
Kreidler, Nettie L., South Bethlehem	Reagle, Emma J., Nazareth
Kessler, Grover C., South Bethlehem	Rhoads, Allen, Weissport
Kelley, Katie F., South Bethlehem	Ritter, Ralph R., Bethlehem
Keller, Charles C., Perkasio	Ross, Edith A., South Bethlehem

Lovatt, Walter S., Bethlehem
Levenknight, Augustus H., Richland Centre
Lucas, John, South Bethlehem
Miller, Carrie, South Bethlehem
Minnich, Helen L., South Bethlehem
Maley, Elizabeth, South Bethlehem
McDonnell, Bessie, South Bethlehem
MacBride, Mayme, South Bethlehem
Messinger, Gratia, Nazareth
Myers, J. Fay, Quakertown
Moore, Anna E., Newark, N.J.
Marsh, Erma L., Bethlehem
McKeone, John, South Bethlehem
Nagle, Fred T., Chapman Quarries
Nagel, Benjamin, Quakertown
Ott, Robert T., South Bethlehem
Pearl, Sarah B., South Bethlehem
Pearl, Michael, South Bethlehem

Refowich, William, South Bethlehem
Ruch, Asher G., Hellertown
Smith, William A., Pen Argyl
Shover, Herbert A., Asa
Sherer, Florence I., Bath
Slutter, Jesse R., East Bangor
Swope, Luther C., Ottsville
Sweet, Charles H., East Bangor
Smith, Christena, Bethlehem
Strohmeier, Elsie J., South Bethlehem
Stocker, Franklin, Wind Gap
Steiner, Raymond C., Quakertown
Stern, Sadie M., South Bethlehem
Schurr, Clayton, Richland Centre
Springer, Mark L., South Bethlehem
Siegfried, Nellie M., Nazareth
Shearer, Nora, Bethlehem
Sassaman, Merritt A., Redington

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Silverman, Ida, South Bethlehem
Stem, William J., Bethlehem
Steyer, Roy E., Bethlehem
Tinney, John T., Chapman Quarries
Unangst, Joseph M., Bethlehem
Vossberg, Carl A., Bethlehem
Wetterau, Charles H., South Bethlehem
Weaver, Warren F., Centre Valley
Werst, Charles M., Hellertown

Weikel, Mary, Richland Centre
Ward, Wesley, Freemansburg
Walbert, Estella, South Bethlehem
Werst, Belle V., Bethlehem
Walters, Raymond, Allentown
Young, Albert L., Pen Argyl
Young, Myrtie M., Pen Argyl
Young, Helen B., Bethlehem
Ziegenfuss, Samuel P., Hellertown

Night School

Ackerman, Lawrence W., Bethlehem
Appel, Esther C., Bethlehem
Althem, John G., South Bethlehem
Birk, Lillian, Bethlehem
Buss, Harry L., Hellertown
Bush, Helen M., Bethlehem
Bedford, Harry C., Quakertown
Bobal, Andrew, South Bethlehem
Billiard, Samuel M., South Bethlehem
Bitting, Charles A., South Bethlehem
Boyle, Mary, South Bethlehem
Bartenslager, Harry A., Stewartstown
Bryne, Peter W., South Bethlehem
Cristol, Samuel, South Bethlehem
Cressman, Abraham B., Richland Centre
Casey, Thomas, South Bethlehem
Curry, Nellie T., South Bethlehem
Clayton, Alexander, South Bethlehem
Doster, Robert H., South Bethlehem
Dumphy, Nellie E., South Bethlehem

DeBergh, John E., Hellertown
Dwyer, John A., South Bethlehem
Eberts, Charles T., Bethlehem
Egan, Nellie, South Bethlehem
Evans, Laura C., Stroudsburg
Falvey, Dennis W., South Bethlehem
Fatzinger, Raymond, Bethlehem
Fulmer, Horace H., Centre Valley
Fuerstenow, Araminta, South Bethlehem
Fuerstenow, S. Anna, South Bethlehem
Frederick, James C., Bethlehem
Frankel, Lewis, South Bethlehem
Fischer, Albert, Bethlehem
Goerlich, Bessie M., Bethlehem
Gapp, Frederick A., Bethlehem
Green, D.F., Aquashicola
Gerlach, Emma M., Bethlehem
Hoere, Helena P., Bethlehem
Hill, Arthur W., Bethlehem
Hower, William, South Bethlehem

Dilliard, Gertrude, Bethlehem
Dech, Freeman R., Bethlehem

Jones, Walter, Wind Gap
Koshko, John, South Bethlehem

THE SOUTH BETHLEHEM BUSINESS COLLEGE *Thirty-first page*

Kneisler, Oscar, South Bethlehem
Koch, Beulah, Freemansburg
Kerner, Minnie C., South Bethlehem
Kuhns, Howard A., South Bethlehem
Koons, Harvey A., South Bethlehem
Kessler, Grover C., South Bethlehem
Kelly, Mary A., South Bethlehem
Kilpatrick, Raymond, Bethlehem
Kresge, William, South Bethlehem
King, Jennie, South Bethlehem
Knerr, Clifford C., Bethlehem
LaRose, Harry W., Bethlehem
Luettgen, Charles, South Bethlehem
Leh, Artie R., Bethlehem
Miller, Carrie, South Bethlehem
Moor, Steffan, South Bethlehem
Mitchell, W. Stevens, Bethlehem
Magee, Harold, South Bethlehem
McGee, Nellie M., South Bethlehem
Morgan, Sara E., Bethlehem
MacBride, Hugh R., South Bethlehem
Meder, Aloys. L., South Bethlehem
Minnich, Helen L., South Bethlehem
Neilson, Jay A., South Bethlehem
Nicholas, Charles H., Belfast
O'Donnell, John, South Bethlehem
O'Donnell, Mary, South Bethlehem
Preisich, William W., Bethlehem
Patocska, Joseph, South Bethlehem
Pearce, Lester C., South Bethlehem
Ritter, Ralph R., Bethlehem
Roach, Mary A., South Bethlehem
Ritter, C. Neil, South Bethlehem
Reiter, Daniel W., Richland Centre
Ruch, Asher G., Hellertown

Rees, Tracy, Bethlehem
Reif, Marcus, Bethlehem
Roth, Kenneth C.T., Hellertown
Reynolds, Bartley, Freemansburg
Smell, George E., South Bethlehem
Stralo, Lewis S., South Bethlehem
Sigley, Russell C., Bethlehem
Siegfeldt, Fred E., South Bethlehem
Stehly, Russell M., South Bethlehem
Stehly, C. Glenmore, South Bethlehem
Schrempel, Frederick E., South Bethlehem
Schaeffer, Jacob C., Hellertown
Smith, Chauncey M.D., Bethlehem
Seibert, Robert, Bethlehem
Suto, Louis, South Bethlehem
Siegfried, Warren E., Nazareth
Steyer, Roy E., Bethlehem
Slutter, Jesse R., East Bangor
Stephen, John, South Bethlehem
Thesli, Anna, South Bethlehem
Trihey, Alice E., South Bethlehem
Thompson, Lucy, South Bethlehem
Thompson, Harriet, South Bethlehem
Vooz, Theresa P., Bethlehem
Walters, Raymond, Allentown
White, Harry K., Bethlehem
Whitmore, Digby C., Bethlehem
Wilcox, J. Elizabeth, Bethlehem
Wagner, Charles A., South Bethlehem
Wetterau, Charles H., South Bethlehem
Walter, Helmut W., South Bethlehem
Wilson, Isabel, Bethlehem
Young, Constant E., South Bethlehem
Ziegenfuss, William H., Hellertown
Zuppinger, Fritz, South Bethlehem

Graduates

School Year 1907–1908.

Business Department

Adams, Bertha I., South Bethlehem.
Bedford, Harry C., Quakertown.

Kessler, Grover C., South Bethlehem.
Levenknight, Augustus H., Richland Centre.

Cressman, Abraham B., Richland Centre.
Couch, Alice B., Pen Argyl.
Fritz, William R., Chapman Quarries.
George, Joe H., Chapman Quarries.
George, Albert R., Sellersville.
Hellick, Arthur H., Nazareth.
Hassen, James B., Friedensville.
Kellow, Norman A., Pen Argyl.
Knecht, Harry L., Parvin.
Kreidler, Mark R., Bath.
Koplin, Howard K., Deceased.

Reiter, Daniel W., Richland Centre.
Reiser, Lottie J., Bethlehem.
Reichling, Anna L., Bethlehem.
Robinson, Mary N., Pen Argyl.
Ruth, Jennie A., Bethlehem.
Sweet, Charles H., East Bangor.
Springer, Mark L. South Bethlehem.
Schurr, Clayton, Richland Centre
Tinney, John T., Chapman Quarries.
Ziegeufuss, Samuel P., Hellertown.

Shorthand Department

Bilger, Robert E., Richland Centre
Best, Wilbert C.M., Bethlehem
Bachman, Roland A., Freemansburg
Connell, Mary M., South Bethlehem
Chamberlin, Jennie M., Bethlehem
Dimmick, William H., Hellertown
Dewalt, Harry H., Butztown
DeBergh, John E., Hellertown
Ettwein, Nellie M., Noxell
Fulmer, Horace H., Centre Valley
Goerlich, Bessie M., Bethlehem
George, Elsie Q., Nazareth
Hess, Cora M., Springtown
Hess, Addie C., Hellertown
Hess, Jacob W., Johnsonville
Heft, Ada M., Springtown
Hoere, Helena P., Bethlehem
Keim, Esther S., Bethlehem
Kelly, Alice E., South Bethlehem
Myers, J. Fay, Quakertown

Messinger, Gratia A., Nazareth
Marsh, Erma L., Bethlehem
Nagel, Benjamin H., Quakertown
Quinn, John S., South Bethlehem
Reagle, Emma J., Nazareth
Steiner, Raymond C., Quakertown
Slutter, Jesse R., East Bangor
Smell, George E., South Bethlehem
Siegfried, Nellie M., Nazareth
Strohmeier, Elsie J., South Bethlehem
Stocker, Franklin S., Wind Gap
Stern, Sadie M., South Bethlehem
Shover, Herbert A., Asa
Sherer, Florence I., Bath
Werst, Belle V., Bethlehem
Werst, Charles M., Hellertown
Walbert, Estelle M., South Bethlehem
Wetterau, Charles H., South Bethlehem
Young, Helen B., Bethlehem