

THE
MOUNTAIN STATE
BUSINESS
COLLEGE



A.G. SINE
PRESIDENT

Parkersburg,
West Virginia.



THE
MOUNTAIN STATE

BUSINESS
COLLEGE



1910

ANNUAL CATALOGUE
OF THE
MOUNTAIN STATE BUSINESS COLLEGE

INCORPORATED UNDER THE
LAWS OF WEST VIRGINIA

705, 707, 709, 711 and 713 MARKET STREET
PARKERSBURG, W. VA.



OUR SCHOOL BUILDING.

TO PROSPECTIVE STUDENTS LIVING AT A DISTANCE.

For the benefit of persons living at a distance and who can not make a personal visit to inspect our school, we have endeavored to describe in this catalogue, as best we could, the advantages of the Mountain State Business College. We believe that a careful perusal of the catalogue will convince you of the worth of our institution and its superiority over others of this kind. Do not make a hasty selection of a school, as a mistake in choosing the right one may prove very costly to you. You can not afford to attend any but the best.

POSITIONS FOR M. S. B. C. STUDENTS.

The continued success and prosperity of an educational institution depends largely upon the success of its alumni. This is notably the case with the business colleges. The success achieved by the student after graduating may be attributed largely to the practicability and thoroughness of the course taken and the prestige coming from graduating from a school widely and favorably known.

The Mountain State Business College has been established twenty-three years, and thousands of its former students and graduates are now occupying business positions throughout the country, and its good name has gone abroad until it has become national. Its students are its best recommendations. The practical value to them of the training which they received in the M. S. B. C. is such that, when they need assistants, they or the firms where they are employed, apply to the College. Add to this the large number of calls from merchants and business men who are our patrons

and acquaintances, and we have a source from which every student in the College, who is prepared, can secure a situation at fairly remunerative pay as soon as he or she is ready for it.

The M. S. B. C. makes a specialty of securing its students positions. With its national reputation, the thoroughness and success of its graduates, and its popularity with the business public, is it any wonder that it is an easy matter for the graduates of the M. S. B. C. to secure profitable employment?

Applications come to us from all sections of the country for our graduates to fill positions as Bookkeepers, Cashiers, Stenographers, Timekeepers Pay-Roll Clerks, Telegraph Operators, and as teachers of the commercial branches in business colleges and High Schools.

A few irresponsible schools “guarantee” situations to their graduates in order to secure patronage; whereas, they have neither the ability or intention to fill all their contracts, and the “guarantee,” as a general rule, is not worth the paper on which it is written. An institution of that kind has no prestige with the business public, its students are incompetent, and there is but little chance of their securing employment, either through the school or by their own efforts.

Our interest in our students does not cease with the issuing of their diplomas, but it is our pleasure and our aim to assist every worthy student in securing a lucrative position, and we believe no other school has greater opportunities nor better success in doing so.

A twenty-three years’ record of successful work is the best evidence of what the Mountain State Business College will be able to do in the future.

SHERWIN-WILLIAMS COMPANY.

Mr. A. G. Sine, Parkersburg, W. Va. Cleveland, Ohio.

Dear Sir:

You will be pleased, no doubt, to hear from one of the M. S. B. C. boys. I am employed as bookkeeper by the Sherwin-Williams Company, Paint Manufacturers, of this city, and I find the training received at the Mountain State Business College to stand me in good stead, especially that



DOW O. ANDERSON,
Bookkeeper Sherwin-Williams Company,
Cleveland, Ohio.

in Manufacturing Bookkeeping. We use the Voucher System almost exclusively here. To any one desiring a thorough, practical business education, I most heartily recommend the “Old Reliable” Mountain State Business College.

Wishing you continued success, I am
Very truly yours,
DOW O. ANDERSON.

"MOUNTAIN STATE"



HAYS HAYMAKER.

ATLANTIC COAST LINE RAILROAD COMPANY,
Washington, D. C.

Prof. A. G. Sine,
Parkersburg, W. Va.

Dear Sir:

I am now employed by the Atlantic Coast Line Railroad Company as stenographer and Assistant Ticket and Passenger Agent in the City Ticket office here. I have been with this Company for about nine months now and my work seems to be giving satisfaction, thanks to the thorough training I received at the Mountain State Business College.

I have not decided yet whether I will stay with the Railroad Company or take the examination for the Government service. There is a crying need for stenographers in the Civil Service just now

and most any old kind of stenographer can break in. A fellow where I boarded last fall made 70 3/4 per cent, and was given a position in three weeks. He told me that they were asking for six more stenographers in that department. You can tell your students that there are plenty of openings in the Government Service for all who can pass the examinations which are not very hard.

With kind regards to all the teachers—a very liberal share for yourself, I am

Yours very truly,
HAYS HAYMAKER.

WHY YOU SHOULD ATTEND "MOUNTAIN STATE."

You know as well as we do that the quality of the business college determines the quality of the instruction you receive. Furthermore, you realize the fact that the quality of the instruction you receive usually determines your quality—and, of course, your salary—as a Stenographer, Bookkeeper or Telegrapher.

Therefore, it is obvious that the last thing you should think of in selecting a business college to attend yourself, is what it is going to cost.

A thing is cheap or dear NOT in proportion to what you pay, but in proportion to what you get. This is doubly true of an education and of a school. We know that you can find schools that will charge you less, but you must remember, also, give you less. If they gave you as much as we give you—if their courses were as thorough as ours and their instructors of as high grade as ours, they would charge as large a tuition fee as we charge. They would be able to get as large a tuition fee as ours because their tuition would be worth that fee.

The best is none too good in education. Poor instruction is doubly expensive, for you get little for what you pay, and it is of such a nature that you will probably never discover that you have been mistaken in the choice of a school. You may measure the quality of cloth you buy by comparing it with the quality of cloth bought by your neighbor. You are something of a judge of cloth, but you can't compare instruction, because in the very nature of things you do not understand the subject or subjects you intend to study sufficiently well to make comparisons.

The selection of a school is of the greatest importance. It involves your future success and happiness.

Now let us specify just why you should attend the Mountain State Business College. Individual instruction is given only by that College having a full equipment of high grade instructors. High-grade instruction can be given only by instructors who know by actual contact with and experience in the business world, what the business world demands that its Stenographers, Bookkeepers and Telegraphers shall know. Such high-grade instructors demand and are worth salaries that compel us to charge a right price for a right training in Bookkeeping, Stenography and Telegraphy.

The best instructors are to be found where the best salaries are paid. The better grade of young men and young women are to be found where the best instructors are employed and the best instruction given.

Our graduates' success has been our success—and our success has been founded, and is still founded upon the solid bed-rock of successful instructors plus successful courses.

GENERAL ELECTRIC COMPANY,

Schenectady, N. Y.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

The opportunity of adding my testimony to the large number of those who have preceded me as students in the Mountain State Business College affords me no small amount of pleasure I assure you. There can be no doubt as to the value of a course in your school to any one contemplating a business career. My personal experience has

world has to offer. While I have left the "note book" to other hands, in my present position as Assistant to the Supervisor of Printing of the General Electric Company, I find my knowledge of shorthand a very valuable factor in enabling me to satisfactorily perform the duties devolving upon me. I use it almost daily.

Assuring you of my best wishes for your continued success, I am

Very truly yours,

O. C. KERNS.

BOOKKEEPER.

The business world opens wide the door of opportunity to its Bookkeepers.

A Bookkeeper is a most important official in any office, because of the fact that Bookkeeping is the keystone of the business edifice. Without a system of Bookkeeping, a man in business would be like the captain in a ship in the open sea without a compass. He would not know whether he was heading toward the port of Profit, or whether he was drifting towards the rocks of Bankruptcy. He could not tell whether he was gaining or losing. The expert Bookkeeper is a necessity to every business, from the small corner grocery to the largest manufacturing plant. He is just as much needed by John Smith at the Four Corners as he is by the Standard Oil Company.

The men who handle the accounts of a firm are naturally well qualified to step into higher positions requiring an expert knowledge of accounts. Every day one sees Bookkeepers promoted to positions of Credit Man, Treasurer and other important positions with large concerns everywhere.

Every wholesale and retail house in the country can show examples of scores upon scores of men who have risen from positions

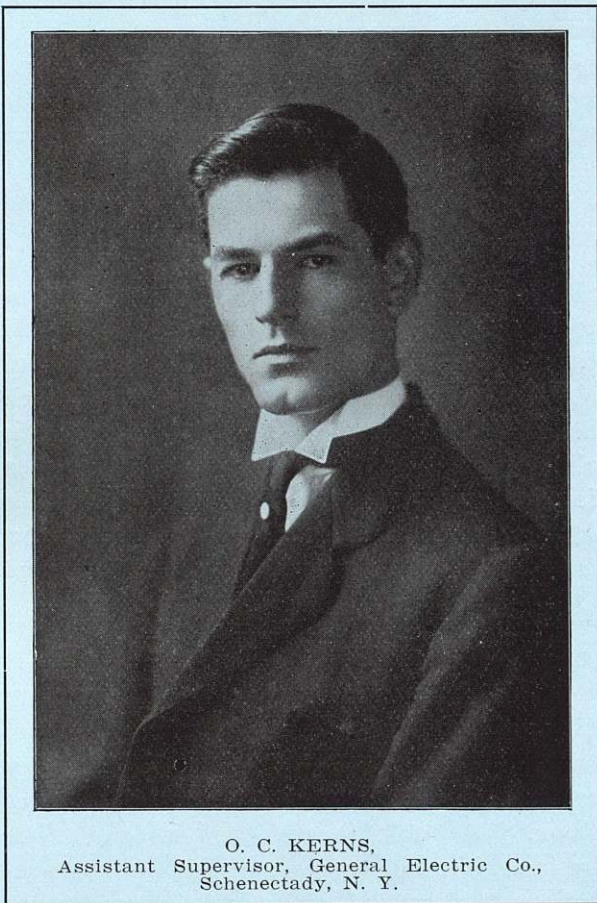
as Bookkeepers to high-salaried Executive positions. They represent the type of employee who wanted to get ahead, who saw something in front of him besides his day's work and his weekly salary.

A bookkeeper can in the shortest time gain the most thorough knowledge of all the sales methods, buying methods and money-making maneuvers of a successful business. He can gain an insight into the ways of coaxing success that the firm employs that will be one of his greatest assets when he gets out in business for himself or when he would affiliate himself with another firm.

But the successful Bookkeeper is the product of the successful business college. The unfortunate graduate of the unsuccessful, slipshod business college will be the great exception unless he is also unsuccessful and slipshod.

The Mountain State Business College offers you the opportunity to become a thorough-going Bookkeeper. It will graduate you as an accountant, a man who understands the science of numbers, and who has a complete knowledge of every phase of his profession. Give us a chance and we will make you a Bookkeeper to whom every valuable business secret and every legitimate method of making money in the business world will necessarily be revealed, for the books of a concern are the mirrors of the concern's methods, principles and success.

We are looking for a bookkeeper, a young man who writes a good business hand and who is accurate and willing to learn to do our work. The writer is thoroughly familiar with the books and it is not necessary that the applicant be an experienced bookkeeper. Salary \$50.00 per month to begin with.—THE RANDOLPH COMPANY, Elkins, West Va.



been that a thorough knowledge of stenography, such as is taught by the M. S. B. C., is the quickest stepping-stone to the best positions the commercial

"MOUNTAIN STATE"



MARY C. FOUTTY.

**THE FIDELITY AND CASUALTY COMPANY,
Tampa, Florida.**

Dear Mr. Sine:

Knowing of your interest and pride in the success of your former students, I want to tell you of my success here in the "Land of Flowers." For the past two and one-half years I have been with the largest insurance firm in the City of Tampa, and the work I have done has been very satisfactory. Like all other work, it requires neatness, accuracy and rapidity of execution, all of which I acquired under the individual training of your capable and experienced instructors. I am sure that had it not been for this training I should not have been able to hold down this position. I can most heartily recommend your school to any young persons desiring to prepare themselves for the business world, and know you will help them in every way to become efficient and capable.

Wishing the old M. S. B. C. all the success it deserves, and with kindest regards, I am
Very sincerely,
MARY C. FOUTTY.

THE BOOKKEEPING COURSE.

Learn by Doing is the foundation principle of this study. The student is taught entirely by practice, but at the completion of the course is thoroughly conversant with both theory and practice.

"THE BUDGET SYSTEM," WHAT IT DOES.

THE STUDENT GETS A POSITION.

The student, immediately upon entering school, is given a position as bookkeeper, wherein he is under the direction of the proprietor, following his instructions exactly as he will have to do on the day he enters a business office as bookkeeper or accountant. All incoming business papers come to him written out in exactly the same form as they were issued by the parties with whom the proprietor has business relations, and from these papers, supplemented by the proprietor's instructions and suggestions, he makes the proper entries according to a strict business routine, which is also laid down by the proprietor. He is getting Bookkeepers' and Office Practice

"AND PROCEEDS TO PROCEED."

On the other hand, he issues all out-going papers in exactly the same order, and from the same data, as would be furnished him in a business office, and from these papers he makes the corresponding entries, always being subject to the proprietor's directions. The records at the start are made in the simplest form of books pertaining to double-entry.

The business is continued until he has opened, kept, and thoroughly understands all the principal classes of accounts.

CAN CLASSIFY ACCOUNTS.

In addition, he has received, issued, and understands the use of all the principal business papers and vouchers, and from them can make the correct records in his books. He understands and can adjust all accounts that pertain to the business. He knows that the cash, bills receivable, and other similar accounts are correct, because he has the cash, notes, etc., in his possession to prove them. He makes all his entries from the business papers just as he would in an office and not from printed memoranda.

HE KNOWS HE CAN DO.

His knowledge of Bookkeeping is not a theory; it is a fact; and he is now competent to keep all the accounts and to attend to all the duties of a bookkeeper in a business of similar magnitude and extent to that in which he has been engaged. In other words, he is already competent, after an attendance of a few weeks, to accept a position as bookkeeper for a mercantile house of similar proportions. Isn't that real, genuine "Bookkeepers' and Office Practice?"

HE SECURES A BETTER POSITION.

The student is now advanced to a more difficult position—that of keeping a set of books in which all the books of original entry are introduced, using the Cash Book, Sales Book, Bill Book, Journal, and Ledger. The business is much more extensive. The transactions, by careful gradation, become more difficult, a partner is admitted, and additional books are introduced, until the system of book-

keeping becomes very extended and complete. Special department accounts and branch store accounts are required by gradual expansion of the business, and all the time the student is growing up with the business.

MEETS MANY PEOPLE.

New partners are admitted and special adjustments of interest, gains and losses, etc., are made between the partners. In this division every phase of debit and credit is introduced, and the student receives a thorough drill in all the principles and practices of general mercantile bookkeeping. And he is still being advanced.



HOMER H. ANDREWS,
Cashier, Bank of Masontown,
Masontown, W. Va.



N. W. HENSLEY,
Cashier, Bank of Tampa, Tampa, Florida.

HE GETS DIFFICULT WORK.

The next division of the work is composed of a series of business propositions, which covers the entire range of problems met with in the field of higher accounting. A comprehensive drill in the use of Special Rulings in the different books of account, with a series of propositions which exhibits the reasons therefor, are practically worked up by the student. The use of Special Columns, which are usually required in the books of distinct lines of commerce and manufacture, is exhibited and explained; Corporation Accounting in all its distinctive features is discussed and elucidated. Many of the points discussed have not hereto-

fore been treated. You see by the foregoing that the up-to-date bookkeeper has to know something.

Partnership Settlements and the Adjustment of Complex and Deranged Accounts are fully explained by a series of practical examples. The Voucher System as applied to Mercantile and Manufacturing Business is also fully explained and illustrated by a series of propositions and statements. In the consideration of the foregoing subjects, which constitute but a part of this division of the course, there is incidentally presented a great amount of information relative to Commercial Law, Commercial Equity and Ethics, Business Cus-



G. B. WAGGONER,
Cashier, Home National Bank,
Sutton, W. Va.

"MOUNTAIN STATE"



O. G. CALLIHAN.

NEW RIVER COAL COMPANY,

Caperton, W. Va.

Mr. A. G. Sine, Pres.,
Mountain State Business College,
Parkersburg, W. Va.

My Dear Mr. Sine:

I take pleasure in recommending the Mountain State Business College to all my friends who contemplate taking a business course, as I know from my own experience the value of a course in your school.

I appreciate very much the courteous and considerate treatment shown me by both yourself and the instructors while a student in your school.

With kindest regards, I remain

Sincerely yours,

O. G. CALLIHAN.

toms, Practices, and Usages. And now he is advanced again.

The student now has a thorough knowledge of all the duties of a bookkeeper, thoroughly understands the principal accounts in all their applications, is proficient in all the calculations pertaining to his position, and in a general way has secured what may be termed a thorough knowledge of bookkeeping.

HE BEGINS HIS COURSE IN BANKING.

Upon completing the work in the Corporation Voucher Accounting Sets, the student takes a complete course in Banking in which he performs the duties of Assistant Cashier, Teller, Discount Clerk, Collection Clerk, Individual Bookkeeper, General Bookkeeper and Clearing House Clerk, all work in this set being performed in strict accordance with the American National Banking Laws.

The work begins with the organization of a Bank, including the subscription to the capital stock, issuing certificates of stock, securing national bank notes from Comptroller of Currency by depositing with him United States bonds for the required amount.

Upon completing the work of organization the student follows the regular routine of banking, performing the various duties devolving upon each employe in a bank, keeping the books, (there are fifteen books in this set), and handling hundreds of business papers. The books are finally closed in strict accordance with the American National Banking Act.

STUDENTS' ENVIRONMENT.

Surroundings have much to do with the formation of character. Refined, wholesome and inspiring influences and environments are important factors in the education of the

young people. In the construction of the building for the Mountain State Business College, and arrangement of the rooms with special reference to the needs of the school, careful attention was given the subject from an educational viewpoint, and the aim has been to surround the student with the best possible conditions for study and mental development. The equipment of the College is such as to inspire the student, and arouse him to thought and aspirations in the direction of business life. The entire environment of the school appeals to his sense of pride and manhood, and this, in a measure, accounts for the progress of many students.

The extensive and well lighted school rooms, modern furniture and appliances, ventilation, heating and sanitation, together with the high character of the instruction given, all combine to place the Mountain State Business College beyond competition.

OUR AIM.

It is our aim to give our pupils a thorough knowledge of those branches that will be of practical use to them, no matter what they decide to take up as a life work. The young man or woman who thoroughly masters a course in this institution has a training which will not only enable him to fill a good place in the great business world, but he will have formed habits of industry, and punctuality, and have gained a fund of information which will make his whole after life more successful and useful.

We will need the services of a lady stenographer. She must be bright and capable—all right in every way. Have you any one you can recommend?—W. R. LOCKE, Hutchinson Lumber Company, Huntington, West Va.

CLUBS AND COMMISSIONS.

We do not make any reduction to clubs or families. Several students often enter at the same time from the same place, and from two to three from the same family, which is certainly pleasant for those so entering and very agreeable to the College; but the fact that several enter from the same place or family does not lessen our responsibility nor lighten our work in each individual case.

Neither can we pay commissions to those who recommend students to attend the Mountain State Business College; for our tuition is now too small considering the facilities furnished by the college.

We are, however, very thankful to former students, teachers, lawyers, editors, ministers, and others, who are constantly advising their young friends to attend this Institution, and we shall in no instance fail to do our full duty by those sent us.

The M. S. B. C. has now been in operation under the same management for twenty-three years. It has built up its present attendance and high standing, by the thoroughness of its work and the consequent success of its students after graduating.

START TO DO IT TODAY.

The men who fail are the men who put off the start; they are the men who are not quite ready today, but expect to be ready tomorrow. The present is too short to measure; it marks but a dot on the dial of time. But short as it is, it holds your fate and moulds your destiny. If you can grasp it, and fill it with your purpose, you can do a man's work. No one can do more. But the millions who fail are daily doing less.

Time is daily bearing away opportunities. It will rob you of yours if you are listless and inactive. It robs you with a stealth that is imperceptible, but with a certainty that is inexorable. If you doubt and hesitate, and sit idle and wait, time will divest you of every chance in life; it will make a pauper of you, and you will be to blame.

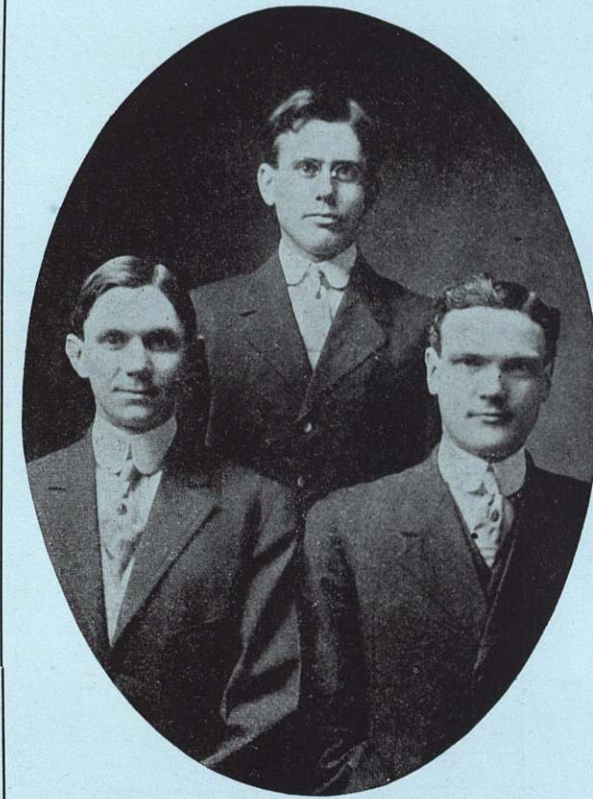
Look over your past and learn a lesson for the present. How many good resolutions have you formed? How many times have you said: "Tomorrow I will begin a certain task; tomorrow I will undertake a certain study; tomorrow I will take a step upward and onward toward a more successful future; tomorrow I will get out of the rut in which I am traveling today?" How many times have you said this, and how many times have you failed? The thing that you will do tomorrow is in the hands of a distant and receding future, a future too distant to reach and too fleet to be overtaken.

If you would improve yourself; if you would make progress, begin today. The present is the only opportunity you will ever have. Every opportunity you shall ever have will be a present opportunity.

Today is golden with opportunities; it marches hand in hand with success. In it the man of action does his work, and achievement is the result. Tomorrow is the siren that beckons ever to the vacillating and weak of purpose; it lures on to failure and leads to ruin.

We have an opening for a young man who understands bookkeeping and who can operate a typewriter. We desire one who will develop into a good office man. He must be of good character, habits and appearance. A good, honest, young man from the country would answer our demands. Can you recommend one?—THE INTROSTILE & NOVELTY CO., Marietta, Ohio.

A. TRIO OF BANKERS.



F. O. LAMB. HARRY L. DYER, S. M. SCHWENDER.

ROANE COUNTY BANK,
Capital \$37,000.

Spencer, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

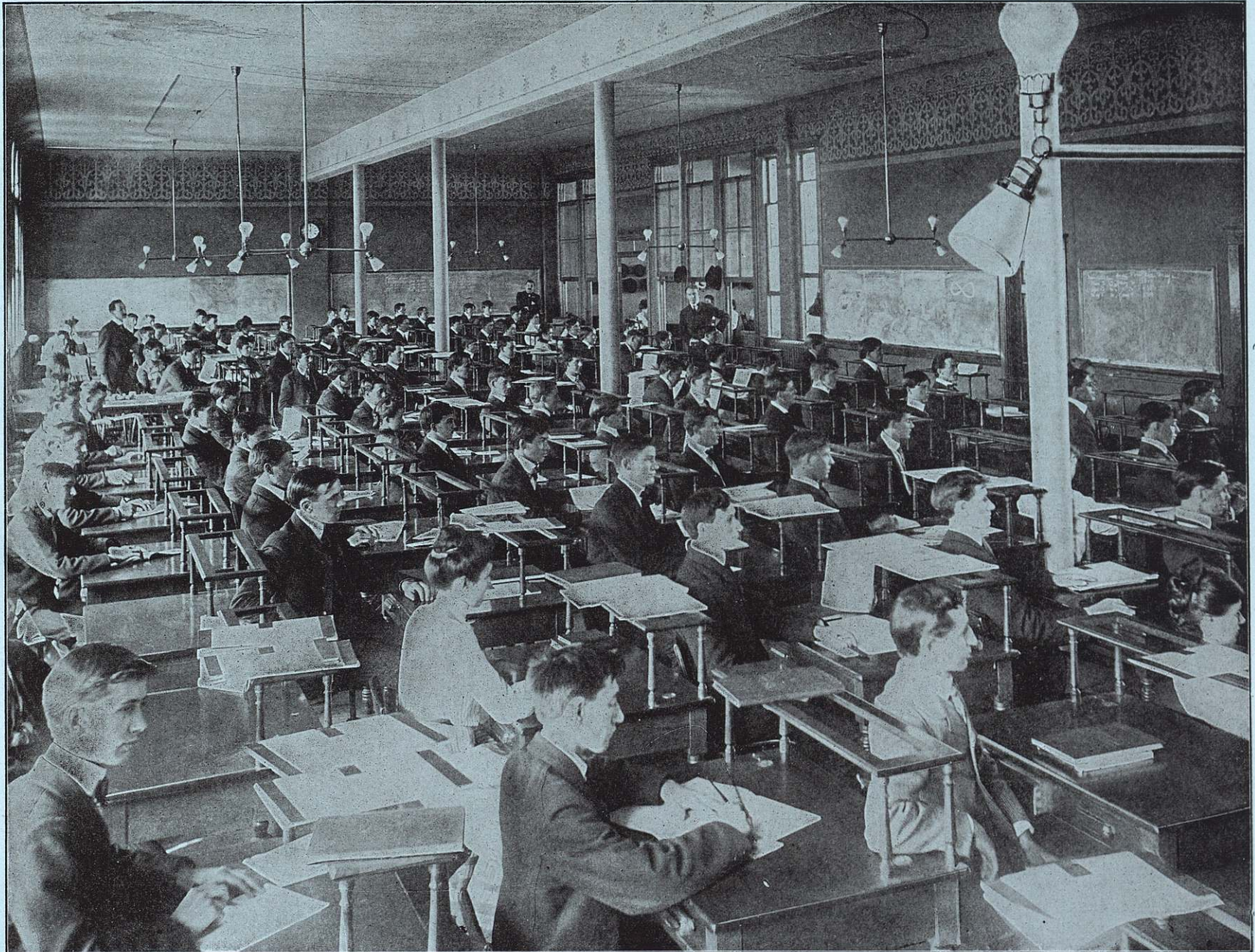
Dear Mr. Sine:

In answer to yours of the 19th inst. we are mailing you our group picture. We each feel very kindly toward you for the interest you have taken in us and shall be glad at any time to say or do anything we can for your school. We each feel that we owe our position to your school.

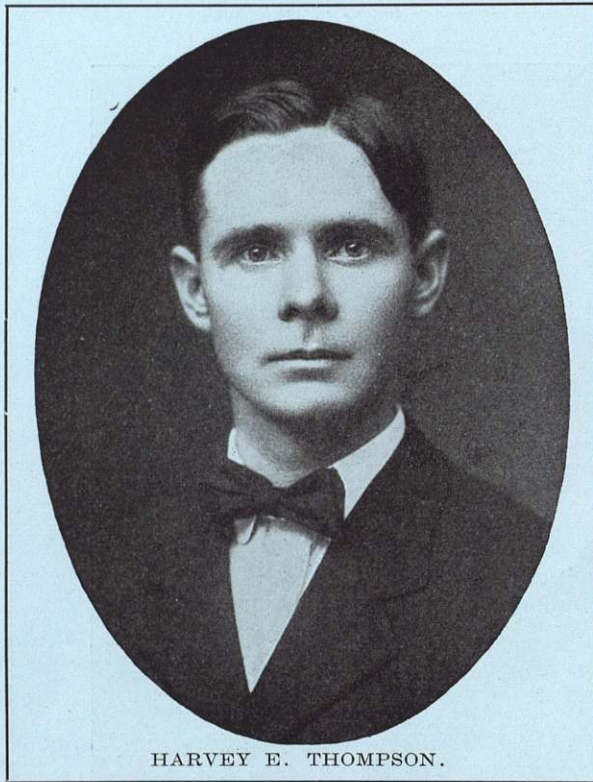
Very truly yours,
HARRY L. DYER,
J. M. SCHWENDER,
F. O. LAMB.

"MOUNTAIN STATE"





"MOUNTAIN STATE"



HARVEY E. THOMPSON.

MERIDEN COAL MINING COMPANY,

Meriden, W. Va.

Mr. A. G. Sine, President,
 Mountain State Business College,
 Parkersburg, W. Va.

Dear Mr. Sine:

Replying to your request of the 28th inst., will state that I am not only willing, but anxious, to hold up your school before young men and women seeking a business education. I cannot speak my entire appreciation of the moral and intellectual training which your school is giving to its students. I am firmly convinced that your school stands second to none in thoroughness of work; in the competency of its faculty; in its ability to fit and place students in desirable positions; and in the genial atmosphere which pervades the entire school. The royal welcome that is accorded the

students makes it a home pleasant and profitable. No school can be more highly praised for the genuine virtues it possesses than the Mountain State Business College.

I am at present located with the Meriden Coal Mining Company, at Meriden, W. Va., as book-keeper and Stenographer at a salary of \$1,000 per year. To all persons contemplating a business course I would recommend your combined course of Bookkeeping and Stenography.

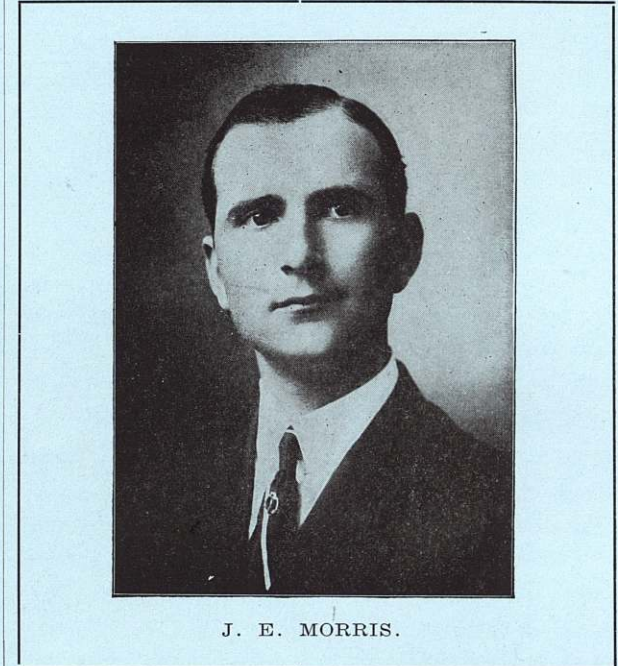
Wishing you abundant success and extending my grateful thanks for what you have done for me, believe me to be

Most sincerely yours,
 HARVEY E. THOMPSON.

A SCHOOL OF ACHIEVEMENT.

An accurate way to judge what any institution may be expected to accomplish in the future is by a careful survey of what it has achieved in the past. Since its organization in 1888, a vast army of young and middle-aged people have been trained at the "Mountain State." Some of them have taken up other lines of work, but practically all have engaged in business and today they are factors of the business world. The Mountain State graduate will be found forging ahead, pushing his way toward the top, and commanding the confidence and respect of his business associates. Wherever a Mountain State graduate is found a Mountain State advocate is also found.

Thoroughness is the key-note of the superiority and success of the Mountain State—thorough courses, thorough instruction, thorough preparation. In quality of instruction given, in the amount of personal interest taken in each student, and in the facilities for training young people for business, the Mountain State stands in a class by itself. Its record proves it to be a school of achievement.



J. E. MORRIS.

H. G. DAVIS,
 Elkins, W. Va.

Mr. A. G. Sine, Pres.,
 Mountain State Business College,
 Parkersburg, W. Va.

Dear Mr. Sine:

It is a pleasure for me to write a few words commendatory of the "Old School." The time has come when a young man or young woman upon entering the commercial world is placed at a great disadvantage if he or she hasn't acquired a business education. It is also not a question of whether or not to take a business course, but which school to attend. The M. S. B. C. is "Old and Tried," and I am quite sure a young man or young woman desiring a thorough business training can make no mistake in enrolling in the Mountain State Business College.

Very truly yours,
 J. E. MORRIS,

Private Secretary to Hon. H. G. Davis, Ex-U. S. Senator.

THINK IT OVER.

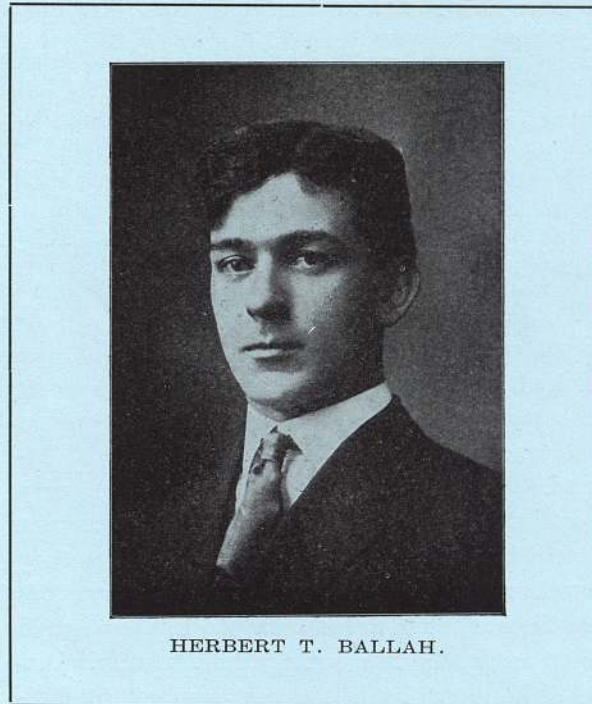
The universities, colleges and high schools offer a diversity of studies which is well-nigh bewildering. Many of these studies are valueless so far as they affect the practical life of a student after he has begun the exacting duties of life.

Do you think that better results can be obtained from a school that teaches everything rather than from a school that teaches only one thing?

This institution does not claim to make professional preachers, lawyers or farmers, however much needed and important these lines of work are. Our purpose is to make **BUSINESS PEOPLE** only. To this one end do we devote all our time, all our energy, all our talents, and all our thoughts. Is it not reasonable that better results, of a more practical nature, will certainly be produced by an institution of this character than can possibly be achieved by an educational institution that scatters its efforts over a great number of impractical and widely divergent subjects?

Is it not reasonable that a school devoting its resources and its energies to the training of young minds along the line of business, a most practical subject for young people to study, can accomplish more than is possible to accomplish by any other institution where a widely varied line of subjects is presented?

We leave it to you to judge whether you wish to spend from 5 to 9 months wherein to gain a thorough knowledge of business subjects, which will put you in much better position to make progress in the world, rather than to spend four or more years in obtaining only a smattering knowledge of many subjects, few of which will be of any value to you in after life.



HERBERT T. BALLAH.

THE TYGARTS RIVER LUMBER COMPANY.

Mill Creek, W. Va.

Mr. A. G. Sine, Pres.,
Parkersburg, W. Va.

Dear Sir:

As a former student of the Mountain State Business College, of which you are the President, and being personally acquainted with you, and Mr. Mensch, the Principal, of the same Institution, I feel qualified to testify as to the merits of the above named Institution. Knowing the school as I do, not only from the personal instruction received, but also from the benefit derived by others, I take pleasure in recommending the Mountain State Business College to all desiring to secure a business education.

Personally, I have been greatly benefitted by the training I received while a student in that Institution.

Very truly yours,
HERBERT T. BALLAH.

SHORTHAND.

Your Success Depends Upon the System You Learn.

In deciding to learn to be a stenographer, it is of the very greatest importance to you that you select a good reliable school, with a competent faculty, teaching a superior system of shorthand.

With the many systems of shorthand clamoring for recognition, the prospective stenographer is sometimes in doubt in regard to which system he should learn. A decision, however, is reached very easily when it is found that nearly all of the stenographers throughout the English-speaking world who hold the best positions—positions requiring the greatest skill and proficiency—write the Pitmanic system of shorthand.

The Pitman system of phonography is to a stenographer what the most improved tools are to a carpenter—it enables him to do the best work of which he is personally capable.

Pitman phonography is the result of continuous progress and improvement during more than half a century. It represents the experience of millions of shorthand writers. Do not limit your possibilities as a stenographer by adopting an inferior system of shorthand but take the advice of the most successful and experienced shorthand writers in the world and learn the Pitman system—then your success as a stenographer will be limited only by your **personal ability**.

When a student enters the Shorthand Department of the M. S. B. C., he has the satisfaction of knowing that he is getting the **best there is** in a shorthand education and that by following the instruction given him will be able to meet the most exacting shorthand requirements.

"MOUNTAIN STATE"

WHAT A SUBJECT OF KING GEORGE THINKS OF THE M. S. B. C.



SAMUEL JOHNSTON.

Parkersburg, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

The opportunity of adding my testimonial to the thousands of other M. S. B. C. graduates affords me no small amount of pleasure.

There can be no doubt as to the practical value of the training received in the "Old M. S. B. C." and I consider my course a life-long asset. To any one wishing to obtain a practical business education my advice is—attend the Mountain State Business College.

I came to Parkersburg from my home in Broomhill, England, and received the most considerate attention from the Faculty, and my work in the M. S. B. C. was most pleasant and profitable.

Assuring you of my best wishes for your continued success, I am

Very sincerely yours,
SAMUEL JOHNSTON.

THE PROOF.

Shorthand is put to its severest test in reporting the proceedings of Congress and of the higher courts and the statements here published emanating from men who stand at the head of the shorthand profession, should be of the very greatest interest and value to persons who are looking forward to learning shorthand. These men use shorthand in every conceivable kind of reporting; they do not state what they think are facts but what they know are facts. If Pitman phonography were not the best system for their work, they would most assuredly use some other. And if Pitman phonography is the best system for difficult and rapid reporting, it most assuredly must be the best for the easier and slower work of the office stenographer.

"I examined several other systems at the time I commenced the study of shorthand," says C. F. Belser, Official Reporter, Eighth Judicial Circuit of Indiana, "and different systems at different times since, but find the Benn Pitman the best for all kinds of reporting."

Theodore F. Shuey, Official Reporter, U. S. Senate, says:

"In my career as an official reporter of the Senate, now covering thirty-three years, I have become familiar with the capabilities and shortcomings of numerous systems and am more than ever confirmed in the belief that Pitman's Phonography with its phonetic basis and its philosophic strokes and curves, dots and dashes, is as well established in our language

as are the script forms for longhand; and deservedly so, for it has stood the test of time and experience—a test which seems to doom every other invention of rapid writing."

George C. Holland, Official Reporter, Canadian Senate, Ottawa, Canada, makes the following interesting statement:

"The Benn Pitman system of shorthand is the simplest and most practical of all. I found it the easiest to learn and when learned the most legible. The facility with which the Benn Pitman system may be learned and used renders it, in my judgment, superior to all others."

\$5,000 a year is the salary paid to the reporters of debates in the United States Congress.

The official stenographers in the various law courts receive large incomes, usually ranging from \$1,200 to \$3,000 a year. Stenographers for the Appellate Division Court, New York City, are paid \$3,000 a year.

NOT AN ACCIDENT.

Remember the men now in positions you covet did not tumble into them by accident. At one time they had nothing more to guide them than an opportunity exactly like the one you have today. Some one pointed out to them the possibilities of a commercial training and they took the course and gradually attained their present success. Have you the courage to make the start, grasp an opportunity, work out your destiny in this same way?

We could use a good stenographer at this time. If you have one that you could recommend, we would be pleased to hear from him.—CARBON COAL CO., Carbon, West Va.

SHORTHAND AS A STEPPING STONE.

As a stepping stone to success in the business world it can be truthfully said that there is no other service which a young man or young woman can learn to perform that will lead to opportunities so great as to prepare one's self to do thoroughly and well shorthand and typewriting work. As a means of securing a position, or getting a start in a large business house, or becoming associated with managers and proprietors of great business industries, it has no equal, for it has been demonstrated time and again by the great successes that have been made from this beginning.

The stenographer comes in direct personal contact with the business manager of the concern and has more opportunities for learning the business than any other employee. Consequently it goes without saying that the stenographer has the best opportunities to learn the business, earn promotions and eventually be advanced to the highest positions. This statement is being demonstrated daily throughout the business world. Many of the Presidents and business managers of our large corporations started in a few years ago as stenographers.

Shorthand is therefore, one of the surest and shortest roads to success. It always pays well; it is always in demand; it leads to positions that qualify the stenographer for better, more responsible, more remunerative vocations; it furnishes opportunity for constant improvement; it opens a field in the acquisition of general information, of culture, and of the most valuable kind of business experience.

I desire the services of a competent stenographer to do court and general commercial work.—HON. JAS. H. MILLER, Judge 9th Judicial Circuit, Hinton, West Va.

BUSINESS IS A PROFESSION.

Business is a profession. Success in business demands not only a well-trained mind, but a **specialy** trained mind. A business man must know and his knowledge must be instantly available, practical knowledge.

The Business College stands on its own merits. Its success depends entirely upon the success of its graduates. The history of nine out of ten successful business men of today shows the vitally important effect of the courses in a first-class business college on ultimate business success.

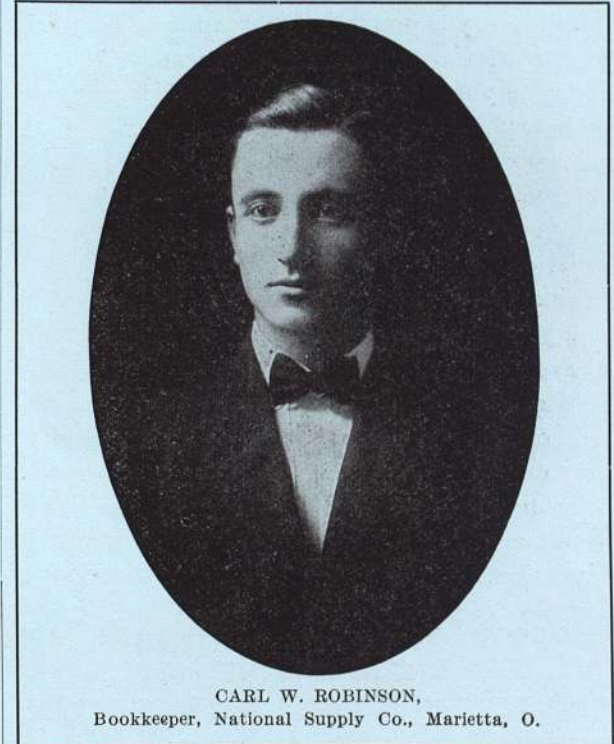
The young man or young woman who has taken a thorough business college course is given immediately an excellent means of livelihood. A thorough, trained Bookkeeper, Stenographer or Telegraph Operator is always in demand.

Whether a young man is to become a business man, a professional man, a clergyman, or a farmer, a business college training will be of immense benefit to him in the conduct of the everyday affairs of life, not to take into account the broadening effect of the accurate, practical mind training to be obtained through the study of commercially important subjects.

For young women the opportunities for success as stenographers and bookkeepers are many. No other line of endeavor offers quite so many chances for pleasant work and good remuneration.

The dollar and cents value of a commercial education is shown in the difference between the first week's salary of the graduates of the business college and the far smaller wage of the non-graduate who is thrown into the first nondescript position that chance places in his way. A Business College education pays. It

pays, not only in money, but in opportunity—and the ability to seize opportunity when it comes.—Chicago Tribune.



CARL W. ROBINSON,
Bookkeeper, National Supply Co., Marietta, O.

**THE NATIONAL SUPPLY COMPANY,
Marietta, Ohio.**

My dear Mr. Sine:

I can conscientiously recommend the Mountain State Business College to all young men and young women who wish to make a success of life. I think all persons entering the commercial world without first preparing themselves in some good business college make a great mistake.

Very truly yours,
CARL W. ROBINSON.

If you have a young lady that is thoroughly proficient in stenography and that has a good education, send her to us at once. Call up by 'phone if necessary.—CUNNINGHAM & STALLINGS, Elkins, West Va.

"MOUNTAIN STATE"

ANENT "CUT RATE" SCHOOLS.

Of course, it is not possible for you to visit all the business colleges whose claims you are probably considering right now. Therefore you must judge each business college by its record—by the literature that it sends to you, and by the proof that it presents in its catalogue.

As a matter of fact, any business college that will cut its price merely as an inducement for you to make an advance payment to its solicitor will allow you to cut the price of its tuition fee just as much as you please, even though you wait until you can visit the school itself before paying a cent of tuition. A business college that will cut its rate at one time will cut it at another time. Furthermore, it may cut it more to some other student than it does to you. And a business college that hasn't a fixed rate hasn't a fixed standard of education.

BORROW MONEY TO OBTAIN AN EDUCATION.

There are times when it is the wisest thing to borrow money. There are some things to obtain which it is wise to go into debt to obtain. A business education is one of these things.

We would certainly advise you to borrow the money if it is necessary to do so to obtain an education at the "Mountain State." To attend the "Mountain State" means to become a competent, thoroughly-trained Bookkeeper, Stenographer or Telegrapher. To graduate from the "Mountain State" means that you will have no difficulty in obtaining a good position. Then it will be but a short time before you will be able to pay back the money you borrowed.



SOPHIA SCHWENDEMAN.

OFFICE OF ATTORNEY GENERAL,
Charleston, W. Va.

My dear Prof. Sine:

I am sending you under separate cover my photograph, as requested in your letter of the 22d inst., and in reply will say that it gives me great pleasure to show my appreciation of what the "Old School" has done for me. I feel very much indebted, indeed, to the Mountain State Business College, and have certainly never had any reason to regret the time or money I spent there. A short time after completing my course I was sent to Kingwood, West Virginia, where I was employed in the County Clerk's Office for two years, on a salary of \$600 a year. While there, I was tendered a position as stenographer in the Attorney

General's Office, Charleston, at a salary of \$900, where I am located at the present time.

Thanking you for the interest you have always taken in my behalf and hoping that my letter will be of some benefit, and being willing at all times to do anything I can to further the interests of the school, I am

Very truly yours,
SOPHIA SCHWENDEMAN.

WE BELIEVE IN EDUCATION.

We believe in education—literary, industrial, professional, commercial—all true education. We have no unkind words for any institution that is struggling to help and uplift mankind. Long after all the schools have exhausted every means to induce every young person to get an education there will still remain in every state thousands of uneducated young people. With all our hearts we believe in business education, because opportunities for achieving success in life are much more numerous in business pursuits than in any other profession.

Our prejudice in favor of a business career is largely based on the fact that it costs only about one-fourth the time to qualify for business life than it does for a profession. This is not all. A person who is thoroughly competent to meet the requirements of the commercial world is able to establish himself in a paying occupation long before the would-be professional man or woman is ready to make a beginning. For these reasons—and who will gainsay them—the world of business is far more promising for a young man or young woman than any other field of endeavor.

How soon can you send us a first-class man to take charge of a set of books? Will pay \$75.00 for a first-class man. Answer at our expense.—BUSKIRK & WITTENBERG, Davy, W. Va.



MASON CRICKARD,
Assistant County Assessor,
Elkins, W. Va.

LOOKING BACKWARD.

Nearly every man can look back—and not so far back either for most of us—and say, "If I had taken that chance, I would be much better off now." That is what YOU will say some day not far off, if you fail to consider seriously what we are offering you in our Courses in Bookkeeping, Shorthand and Telegraphy. These courses mean a bigger earning capacity, a better position and standing, and brighter prospects in life, for you. Enroll now. This is YOUR opportunity. Don't delay. You may fall overboard some day, and the time to learn to swim is not then—it is now.

A WORD TO OUR FORMER STUDENTS.

During the twenty-three years' existence of the Mountain State Business College we have enrolled thousands of students. Owing to the changes which are inevitable, we are unable to reach all this number directly through the mails. THIS WE KEENLY REGRET. We therefore suggest that every former student who chances to see this paragraph, send us word at least once a year as to his whereabouts and success. Every faithful student who has attended the Mountain State Business College has in some measure contributed to its success. It is our earnest desire to keep in touch with every former student.



O. E. SUMMERS,
Deputy Revenue Collector,
Martinsburg, W. Va.
Salary \$1600.00 Year and Expenses



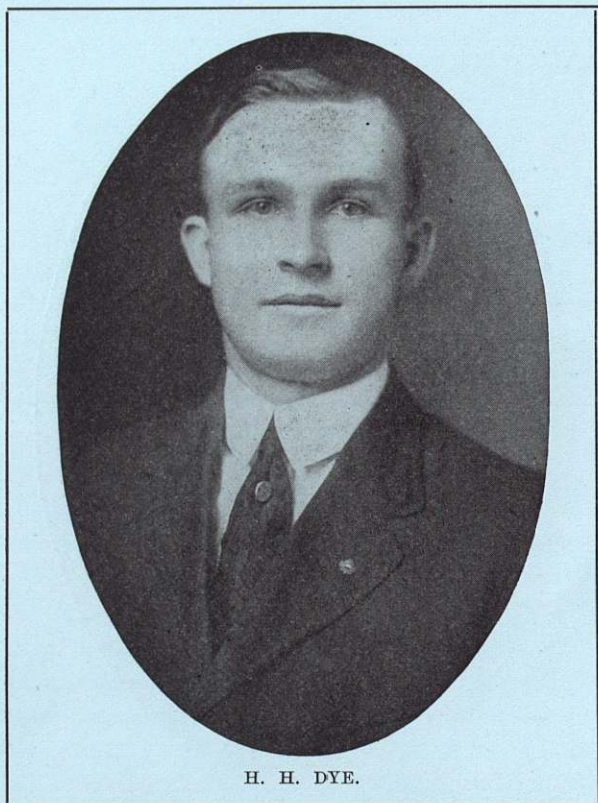
GEORGE C. DANHART,
Bookkeeper for R. L. Neal & Co.,
Parkersburg, W. Va.

A NINE HUNDRED PER CENT. INVESTMENT.

If some one were to tell you a plan whereby you could invest a hundred or even sixty dollars in such a manner as to earn a yearly dividend of nine hundred per cent. during the remaining years of your life, would you do it? Certainly you would!

That is exactly what we are offering you now. We can show you hundreds of instances where such a sum invested in a good, practical business education has even netted a larger per cent.

"MOUNTAIN STATE"



H. H. DYE.

THE CHESAPEAKE AND OHIO RAILWAY CO.,
Office of J. R. Cary, Gen'l Supt.,
Huntington, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

Further in connection with my letter of yesterday, your letter of January 14th:

My impression of the Mountain State Business College is, that it is one of the best schools of its kind that I know of, and any young person wishing to equip himself for a business life would make no mistake in selecting the Mountain State Business College as the best school for his training. The value of my course at this college under a thoroughly trained body of instructors, has been a THOUSAND TIMES more valuable to me already than the time and expense I was put to during the few months I spent there.

I have worked in several different Departments of Railroad work since I left school, and the change from one to another has always been an advancement for me, both in salary and a more responsible position. I now hold a position as Stenographer to Chief Clerk to General Superintendent, West Virginia General Division, Chesapeake & Ohio Ry. Company, Huntington, W. Va., and I can frankly say that had it not been for the training I received at the Mountain State Business College I could not hold down such a responsible position.

Yours very cordially,
H. H. DYE.

THE DEMAND OF BUSINESS MEN.

Business men do not only expect their office help to come to them well trained from an educational standpoint, but demand young people of character, whose personal characteristics and business habits are distinctly first-class. It is an important part of our business to furnish business concerns with stenographers, bookkeepers and clerks who are able to meet the requirements of the most exacting business men, but it is ever our policy to make our position clear to all, consequently we desire to say plainly that we have never had a call from any firm for an indolent boy or a frivolous girl.

We fully appreciate the importance of our students forming correct business habits and becoming familiar with important business customs, hence every opportunity is used to thoroughly inculcate them.

The results obtained in this direction have been most gratifying and it shall continue to be our custom to teach that honesty, industry and intelligence are the cornerstones of permanent business success.

If you are ambitious, energetic and teachable, a course with us means something. It will

open up opportunities that are now closed and place you among the select class from which important business houses choose their employees. We have plenty of room to accommodate all who mean business, but we have neither room nor time for idlers or vicious characters.

THE IMPORTANCE OF SHORTHAND.

The practical importance of shorthand can hardly be over-estimated. For in almost every sphere of business activity the demand for trained shorthand writers is most pressing and imperative. Indeed it would be almost an impossibility for business men of modern times to dispatch their immense business correspondence without the service of skilled shorthand writers. Shorthand has really become a necessity to men of large enterprise and business interests. Merchants, bankers, brokers, manufacturers, financiers, legislators, professional and literary men of every rank and station are compelled by the intensity of business pressure to bring into requisition the service of skillful, accomplished stenographers.

The importance of shorthand has given it the dignity of a profession, and accomplishment in this direction means standing and recognition, both in the social and business community, for the person who is so favored as to be able to write with a high order of skill and ability.

These observations being true, it becomes the imperative duty of every young man and young woman of intelligence, education and ability to equip themselves for a profession so distinguished and so honored, and in which skillful service commands the most liberal and substantial remuneration.

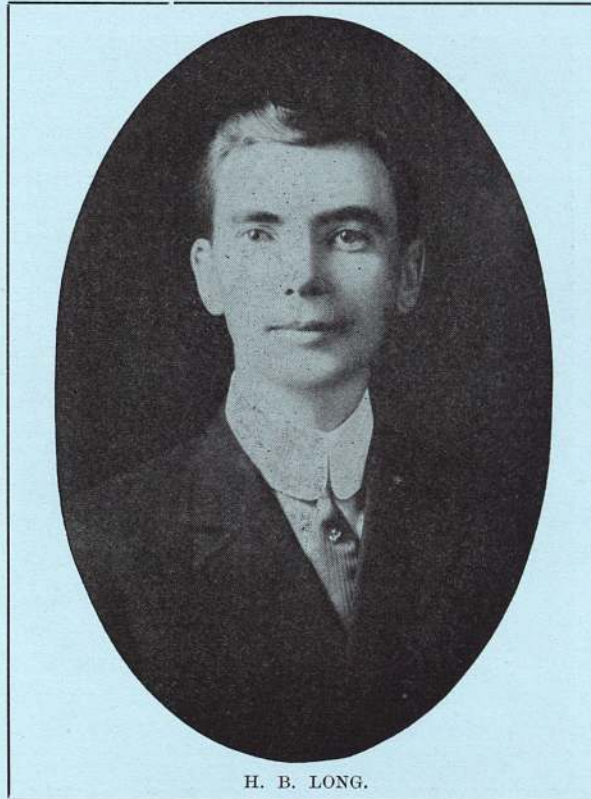
TYPEWRITING.

A very important branch of the Shorthand Course is Typewriting, and as regards use, it is very nearly as important as shorthand itself. Instruction is given daily in this department by a competent teacher. This department is pleasantly arranged and beautifully lighted, and adjoins the shorthand department.

In this branch of study, as in all others, the effort of the teacher is directed toward securing for the student all the advantage to be derived from practical application for the work. The necessity for accurate and rapid typewriting is well understood by us, and the instruction is aimed at securing proficiency in the work and making expert typists of our students. A separate course of instruction is pursued and students are taught proper fingering of the keys, and handling, cleaning, oiling and adjusting the machine. When the keyboard has been mastered by the student an extensive course is introduced, consisting of writing legal testimony and documents, specifications, commercial correspondence, manifolded and all kinds of work usually done on the machine.

Besides the above, students receive dictation on the typewriter, which enables them to attain high speed. Our instruction in this work is the result of our actual experience combined with the knowledge and experience of teachers who have devoted years of study to the work.

We can use one of your young men at any time you have one ready. We have lots of stenographers, but would like to have at least one "live" one in the bunch—a pace-maker—and I know you can furnish him. Will pay him \$60.00 a month to start, and can assure him that he will be advanced in a very short time, as our folks appreciate good work.—L. M. EKIN, Purchasing Agent, Independent Steel Company of America, Kenova, W. Va.



H. B. LONG.

**UNION UTILITIES COMPANY,
Morgantown, W. Va.**

Mr. A. G. Sine, Pres.,
Mountain State Business College,
Parkersburg, W. Va.

Dear Mr. Sine:

It affords me a great deal of pleasure, indeed, to have the opportunity to express my admiration and appreciation of the Mountain State Business College. I consider the four months I attended this school the most profitable time I ever spent, and would advise any one desiring a thorough business training to take advantage of the many opportunities offered by the "Old Reliable."

I obtained a position with the Union Utilities Company, of this place, within two weeks after finishing the course, and owe my ability to hold this position entirely to the training I received at the M. S. B. C.

With my very best wishes for a prosperous year for the "Old School," the Faculty, and Mr. Sine in particular, I am

Respectfully yours,
H. B. LONG.

SHORTHAND DEPARTMENT.

The shorthand department of this institution is one of its prominent features. The equipment of this department is complete, and no institution in this country offers better facilities to those desiring to thoroughly master the profession than are here offered.

The teachers possess the ability and maturity necessary to successfully teach the art. This department, as well as all the others in the school, justifies its claim to thoroughness and efficiency in every particular. Its needs have been carefully studied and it has been supplied with every requirement necessary in the equipment of a first-class School of Shorthand.

THOROUGH PREPARATION.

We believe firmly that we supply our students with more privileges and better opportunities for thoroughly preparing themselves along every line of the stenographic work than they can obtain elsewhere.

The work of the student covers the following: Typewriting, Mimeographing, Carbon Copying, Filing, Letter Press Copying, Duplicating and Indexing. They have every opportunity to learn and cultivate habits of accuracy and neatness in matter of Letter Forms, Business Papers, Contracts, Documents, Paragraphing, Tabulating, and everything that appertains to superior workmanship. Nothing short of excellent work is approved.

MALE STENOGRAPHERS IN DEMAND.

Many business men prefer a man Stenographer to a young woman Stenographer. The young man Stenographer will naturally enter into the spirit of the business and will work harder to advance the interests of the house. Moreover, the young man Stenographer can attend to details that no young woman Stenographer could handle. The idea that most business men have in mind when they seek a young man Stenographer is to get a young man upon whom they can rely absolutely, and whom they can train to attend to all the details of the business when the head of the house is not on hand.

As a Stenographer in a large concern, young man, you will be in a position to know more about that concern, its trade secrets, its special discounts, and its manner of buying to an advantage than anybody else in the whole concern, except the proprietor himself.

In railroad work you will find a knowledge of Stenography to be of the greatest possible assistance. On one great railroad system alone, the Canadian Pacific Railroad, there are today eighteen men, leading officials, who started out in life as railroad Stenographers. Most of our great railroads demand men Stenographers.

My work in court and depositions has increased so much that I need a good stenographer. I want one who is good in shorthand and accurate on the typewriter. Of course I want a PITMAN writer, one who with practice will be able to read my notes, and who will be able, also, to go out and take depositions in shorthand when I happen to be in court or elsewhere. To an ambitious young woman I can give a permanent position, one that will pay her better in a short time than anything else. If you can put me in communication with a young woman who has the above qualifications, I will certainly appreciate it.—A. B. MOORE, Official Court Reporter, Second and Third Judicial Circuits of West Virginia.



ROBERT R. HARDESTY,
Cashier, American National Bank,
Waynesburg, Pa.

**AMERICAN NATIONAL BANK,
Waynesburg, Pa.**

It is always a pleasure to me to say a kind word for the M. S. B. C., especially to one who thinks of taking a business course, and I never let an opportunity of that kind pass. I don't believe there is a school in the State that is as well equipped for giving business instruction, or has an abler corps of teachers. When I decided to take a business course, I wanted to find a school where I could prepare myself quickly and thoroughly for a Bank position. I thought of attending a school nearer my home, but on the recommendation of a friend, who was a student in the M. S. B. C. at the time, I headed for Parkersburg. I found that your school was all you claim for it, and it more than met my requirements.

ROBT. R. HARDESTY.

WHY YOU SHOULD TAKE THE COMBINED COURSE.

We urge upon all young people who think of following office work, the necessity of taking both our Business and Shorthand Courses, known as the Combined Course.

The time has come when business men expect their office help to be able to do all-round office work.

You should take a Business Course because the knowledge that the Business Course will give you is necessary even though you never enter business. It is indispensable if you do. It is useful knowledge to anyone, anywhere, any time. In prosperity it is a safeguard. In adversity it is an unfailing resource.

You will be a better business man if you are a Bookkeeper. While we make thorough Bookkeepers of our students, we do not stop there. We produce capable business men.

You should take Shorthand because once you have mastered it you are independent of the world's reverses. You not only have the power to obtain a position if it is necessary for you to go to work at any time, but you will be endowed with an ability that will enable you to make the most of your position, and to earn and obtain promotion and a higher salary.

You should take both a Bookkeeping and Stenographic Course, because it will pay you more than you will get paid if you take only one of these courses.

You should take the Combined Course because any employer anywhere is willing to pay a much higher salary to the young man or young woman who is both a Bookkeeper and Stenographer than he would be willing to pay if you were only a Bookkeeper or Stenographer alone.

The student who has had both courses thoroughly, finds it much easier to secure positions than if he has but one course. One who has had both courses is prepared to accept a position either as Bookkeeper or Stenographer, or a position requiring both bookkeeping and stenography. Thus the student who has had both courses thoroughly will have three opportunities to secure employment where he will have but one if he takes but one course. The same holds true after one has secured a position. The ambitious person after securing a position and gaining some experience, will naturally be on the lookout for a better place. If he has had both courses he will have many more opportunities and the promotion will come much faster.

The records of our Employment Bureau prove that where we receive one call for either a Bookkeeper or Stenographer we receive two calls from business men who desire to employ a young man or young woman who is both a Bookkeeper and Stenographer.

Both courses can be taken in nine months by the average student who possesses a good common school education, and nine months is a very short time in which to prepare for life work. A large proportion of our students take both courses and their unusual success is partly due to this fact.

Our present stenographer is going to leave us, and we write to ask if you can recommend a young man to take his place. The duties of the position consist of stenography, typewriting and general office work. We want a young man of good moral character. If you do not know of a young man whom you could recommend, do you know of a young lady? The position pays from \$60.00 to \$75.00 per month.—J. K. ANDERSON, General Manager, United Thacker Coal Co., Williamson, West Va.



MARY S. CHAPMAN,
Stenographer, C. & C. Ry. Co.,
Gassaway, W. Va.

**COAL & COKE RAILWAY COMPANY,
Gassaway, W. Va.**

Mr. A. G. Sine,
Parkersburg, W. Va.

My dear Mr. Sin :

As a graduate of the M. S. B. C., in both the Bookkeeping and Shorthand Departments, I wish to say that I consider it all and more than it is claimed to be. I only wish that I could express in words my sentiments toward the "Old School." It is now a little over a year since I graduated and I am at present employed as stenographer to the Assistant General Manager of the Coal & Coke Railway Company, at this place. I have had no trouble whatever with my work since I have been here, due to the fact that I was thoroughly trained

while a student at the Mountain State. Young men and women, no matter what they intend to do in after life, can make no mistake by taking a business course; and in selecting a school they can find none better in every way than the M. S. B. C. The work is thorough, the instructors competent, the associations pleasant.

Thanking you and the Faculty for your interest in my welfare, not only while a student, but since I left school, and wishing you continued success, I am

Very truly yours,

MARY S. CHAPMAN.

THE GIRLS.

Young women, no matter what their station in life, should possess the necessary qualifications for gaining a livelihood. Woman's position in the world has changed radically within the last generation. She now has a self-respecting and self-reliant position by the side of her brother. Avenues of labor and usefulness are now open to her that were closed to her mother, and at the Business College she can prepare on an equal footing with men for the stern realities of life. By faithfully pursuing a course in the M. S. B. C. she becomes independent, for she can, if necessary, earn her own living or help, in time of need, a beloved parent, brother or sister, or lend a helping hand if sorrow or calamity come to her own household.

A young woman ought to acquire a practical business education, and a wise father will wish his daughter to have such an education. The positions secured after completing a course in the M. S. B. C. are honorable, and more desirable and profitable than most positions occupied by women.

Young women are coming into favor with business men as Bookkeepers, Clerks, Correspondents, Stenographers, etc., and women

graduates of this institution have succeeded beyond expectation not only in securing desirable employment but also in giving their employers complete satisfaction.

All departments of the Mountain State Business College are open to misses and ladies the same as to gentlemen.

ADVANTAGES OF A LARGE SCHOOL.

It must be apparent to every thinking person that a large, successful school like the Mountain State Business College possesses numerous advantages over a smaller school. The very fact that a school is LARGER than other schools, goes to show that it is correspondingly BETTER; the features that go to make it a better school have been the means of attracting a larger number of students. Considering further the fact that the M. S. B. C. is much the largest school in the Ohio Valley, it must prove conclusively that it is also the BEST SCHOOL.

Superior Instruction—In attending a large school like this, it means that students are getting the very highest grade of instruction obtainable. The best teachers in the country naturally seek the largest schools where they have the best opportunities and where they get the highest salaries. In smaller schools they do not have the highest grade teachers because, first, they cannot offer them the opportunities and secondly, because they cannot afford to pay the salaries such teachers demand.

Larger Attendance—A large attendance stimulates competition and rivalry among the students to excel, thus increasing their interest in the work and inspiring them to put forth their very best efforts. In smaller schools,



HENRY WISE.

TUG RIVER CONSTRUCTION COMPANY, Williamson, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

I certainly feel it my duty to say a good word for the M. S. B. C. as I know of no other school where I could have gotten the training I received from the "Old School."

Before I attended the M. S. B. C. I was a school teacher, receiving \$35.00 per month for my services. Now I receive \$75.00 per month, an increase in wages of over 100 per cent.

I will always be a friend and worker for the "Old Reliable" M. S. B. C.

Wishing you continued success and material prosperity, I remain

Very respectfully yours,

HENRY WISE.

this feature is entirely lacking. Students are not called upon to exert themselves to their utmost capacity, thus, often losing opportunities for developing qualities they may not know they possess.

Greater Prestige—A large school like the Mountain State Business College is well and favorably known throughout the entire country, thus affording its students great assistance in securing employment after graduation. A diploma from this college carries prestige wherever it may be presented. Smaller schools are never heard of outside of their diminutive circle and can offer no assistance to their graduates in this respect. The diploma of a small school carries with it no prestige as it is not known by the business community.

Progressiveness—A large school is more progressive, it is established on a much broader scale, its course of study is far more extensive, thorough and complete. It realizes the importance of the position it holds in the community and finds it imperative to keep abreast of the times. In a large school, the students have every opportunity to broaden their circle of friendship which is of great value to young people who have been reared more or less in obscurity, and who feel the need of influential friends.

Employment Department—This college offers innumerable features of advantage that no smaller schools can attempt to offer. It maintains an Employment Department at considerable expense to the school to place its graduates in positions. It is because of these many innumerable features of superiority that the Mountain State Business College is one of the LARGEST, STRONGEST, and BEST commercial schools in the United States.

WHO MAY ATTEND.

This institution is open for admission to young and old of both sexes, the chief requisite being a good moral character. Boys and girls, young men and young women and middle aged persons are in attendance throughout the entire year. Size and age constitute no requirement, neither is any special qualification necessary. A common school education is sufficient preparation for entering upon a Business or Shorthand Course.



FRED T. DOAN,
State Treasurer's Office,
Charleston, W. Va.



C. D. BUMGARNER,
Manager, Graham-Bumgarner Shoe Co.,
Parkersburg, W. Va.

RESULTS COUNT.

We have trained thousands of young men and young women and have placed them in fine positions. What is more, we have seen them rise to places of responsibility and influence. A host of them are right here in Parkersburg and some are today controlling large commercial enterprises.

As a BREAD and BUTTER winner there is nothing that will equal a Business Education and the place to get it is in a first-class Business College. If you have not solved the bread and butter question so that no provision need be made in the future, then the best way to do is to enroll for a course in the M. S. B. C.

BEEN THINKING ABOUT IT.

Wondering for a long time if all this talk about the success of the Mountain State Business College students is fiction or actual facts, haven't you? Heard considerable hearsay news about it, but you think it unreliable. Why don't you go at it right? Investigate. We will gladly furnish you the names of former pupils who owe their success to the training they received in the "Old Reliable" M. S. B. C. Better still, we can give you the names of some of our successful students right in your IMMEDIATE VICINITY, so that you can get in personal touch with them.



DON BLAGG,
Stenographer, Supreme Court of Appeals,
Charleston, W. Va.

"MOUNTAIN STATE"





"MOUNTAIN STATE"



E. W. HARDESTY.

RINEHART & DENNIS COMPANY,

Railway Contractors.

Washington, D. C.

Dear Mr. Sine:

Replying to your favor of the 10th inst., for your information, I might say that I entered the service of my present employers in your city about six years ago at a salary of \$600.00 per annum. Shortly afterwards I was transferred to Fairmont, W. Va.; then to Scranton, Pa., and from Scranton to the Washington, D. C. office where I have been ever since. During these different changes I gradually received raises, my last one being to \$1,500.00 per annum.

Had it not been for the training I received while in the M. S. B. C., no doubt today I would have been "teaching the youngsters" five or six

months out of the year at about \$40.00 per month, and "farming" the balance of the time.

I have seen some of the workings of several business colleges since leaving the M. S. B. C. but have not run across any that I think can outdo the "Old School."

I am always glad to hear of the continued success of the M. S. B. C. and never let an opportunity pass to speak a good word for it.

E. W. HARDESTY.

TEACHERS WANTED.

TEACHERS IN COUNTRY SCHOOLS who are working four to six months on salaries ranging from \$30 to \$40 a month, and pass the remainder of the year spending their small savings attending normals, or hunting other positions, would do well to take our Business and Shorthand Courses of study and increase their salaries. Instead of the small pay of the district schools they might easily earn three times as much in a business office.

Compare the salaries and work of the district school teacher with that of the Stenographer, Bookkeeper or Telegrapher. These receive a good salary twelve months of the year, with certain, rapid and unlimited advancement in position and remuneration; while the district teacher gets barely enough to pay for his clothes, no prospect of an increase, is employed only part of the year, works hard the balance, and is always underpaid.

Has it ever occurred to you how small the salary of the public school teacher really is? If it has not, this will interest you: The President of the National Educational Association in a recent address said, "The teachers in the rural districts throughout this country receive less than it would cost to keep them in a poor-house or insane asylum."

The above statement, coming as it does from one of the most prominent members in the profession, ought to give you a new idea and set you to thinking. If you are already a teacher it may cause you to decide to prepare yourself for more remunerative employment, in which your work will advance you, and your earning power increase.

Why not investigate our original plan of training teachers for responsible positions by utilizing their spare time only, so that it costs them practically nothing? We are continually teaching and training teachers for positions in which they triple their earning power.

The average salary of the teachers of the district schools of West Virginia has been less than \$35 a month for six months a year. This is a conscientious and conservative average of pay and time. The yearly income of the teacher upon this basis, is \$210, or \$17.50 a month for a year. It seems strange, but nevertheless true, that many of our brightest young men and women are teaching for less money than the hired man on the farm, the servant girl, or the foreigner that the American laborer so much fears, receives.

The bright boy or girl who has a fair knowledge of English, and has good common sense, can by devoting four or five months to the study of shorthand get out and command a better salary than the teacher who has spent years in preparation. It would be a matter of business to borrow the money, if necessary, rather than undertake to earn it by teaching. In business, promotions occur at any time. There is no set time for changes; while if the teacher gets a raise it is at the end of the year, and invariably means a change of location.

We find that those with some experience

in teaching succeed especially well with our work; they are already qualified in the common branches; we can easily prepare them in the other, and no teacher who completes a course with us ever fails to reap an abundant financial reward. Some of our most successful students were country school teachers. We have placed them in positions where they have but one person, not an entire community, to please; they earn something every month, and in numerous instances have become employers instead of employees.

We are glad that we have been the means of bettering the conditions of such a number of this most worthy class. Once you become a stenographer, bookkeeper or telegrapher you will never want to teach school again.

Many of our graduates who had been teachers in public schools are today getting \$20.00, \$30.00, \$40.00 and \$50.00 per week in their professions as Stenographers, Bookkeepers and Telegraph Operators. They are in line for still greater salaries. They are the coming Superintendents, General Managers and Presidents.

In what we have said we are in no way reflecting on the teachers. We believe that they are the best people in the community. Our aim is to state plainly the simple truth as it exists. We inveigh not against individuals, but the sacrificing of the brightest and best young men and women, the greatest resource of the country on the altar of Public Education.

HOME COURSE.

We have installed a regular Home Study Department, and now have numerous students who take up our work at their homes, prepar-

tory to entering the school later to finish. These young men and women are studying Bookkeeping, Shorthand and Penmanship under our instruction with most gratifying results.

Those who take a course by mail and afterward enter our school for personal instruction are given credit on their scholarship for the full amount of tuition paid on the Mail Course, thus making the tuition on the Mail Course free. Students find that they can save a month or two's time and board by taking our Home Study Course before enrolling with us for personal instruction. We do not issue a diploma to any student unless he enters the college in person in order to complete the course and pass the final examinations.

HOW WE TEACH IN THE HOME COURSE.

All that is necessary to take this course is to register your name by mail, remitting ten dollars for the first month's tuition and the required stationery. When you have done this the outfit is promptly and securely packed and sent to you. We send you complete instructions telling you just how to begin the study and give you instructions in every step of the work. We tell you when and which work to send to us for inspection and criticism. Your errors are pointed out to you and helpful suggestions are made, if necessary. Your papers are then re-mailed to you and with them a letter telling you wherein you have made mistakes, if any have been made, and how to correct same.

If you are prepared to enroll with us for personal instruction, do so. If not, do the next best thing—pursue the Mail Course until you can.



MRS. FLETA JUSTICE-LYCAN.

Chelyan, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

I am just in receipt of your letter of the 14th inst. asking me to send you my photograph, which I will send by next mail.

Mr. Sine, I can hardly find words to express the benefit I received from attending your college. I know that it has enabled me to fill several positions to the entire satisfaction of my employers.

I will vouch for anything in the way of a testimonial that you may care to put in your Catalogue, and you may rest assured that I will encourage every young man and young woman desiring a business education to attend the "Mountain State."

Wishing the M. S. B. C. great success, I am

Very respectfully yours,

MRS. FLETA JUSTICE-LYCAN.

"MOUNTAIN STATE"



A. B. JACKSON.

LANES BOTTOM BANK

Capital Stock \$25,000.00

Lanes Bottom, W. Va.

Mr. A. G. Sine, President,
Mountain State Business College,
Parkersburg, W. Va.

Dear Sir:

Having completed the commercial course of training at your valuable institution in the year of 1904 it affords me great pleasure in expressing to you my appreciation of the many benefits that have come to me as the result of having enrolled as one of your students.

Three months after leaving the beautiful city of Parkersburg, I was successful in securing a position as bookkeeper with the Burnsville Exchange Bank, Burnsville, W. Va., which position I filled for a period of one year with entire satisfaction. And having resigned the same agreeably, I was chosen and elected cashier of the Lanes Bottom Bank, Lanes Bottom, W. Va., which was then

under process of organization, and opened the same for the transaction of business, March 25, 1907, I am still holding this position to the entire satisfaction of all concerned so far as I am able to discern.

Wishing for your institution a continuance of its past and present success, which is merited by its efficient management in every particular, I am
Very truly yours,
A. B. JACKSON, Cashier.

WHAT OUR STUDENTS ARE DOING.

As a tree is known and valued by reason of the fruit it bears, so is a school's worth measured by the success of its students. We can justly point with pride to those who have gone out from this institution. Their aims, motives, and purposes have been high, and they have reached their ideals. As bookkeepers, stenographers and telegraph operators they command the best salaries known to the professions.

The enthusiasm and mental development gained while in this institution go with them and never fail them. The seeds of success planted here are growing rich harvests for them, and they ever praise the institution that thus blessed them.

What we have done for hundreds of others we will do for you if you will give us an opportunity. Attend a live, growing, prosperous school, to whose reputation you can always point with pride and whose reputation will aid you in your success.

COMPOSITION.

Is made a regular branch of our course of study. Owing to the great and increasing amount of business now being conducted through correspondence, the instruction in this branch is confined mostly to the require-

ments of business letter writing. The numerous exercises in correspondence afforded extensive practice in composition.

BOONE TIMBER COMPANY,

Clothier, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

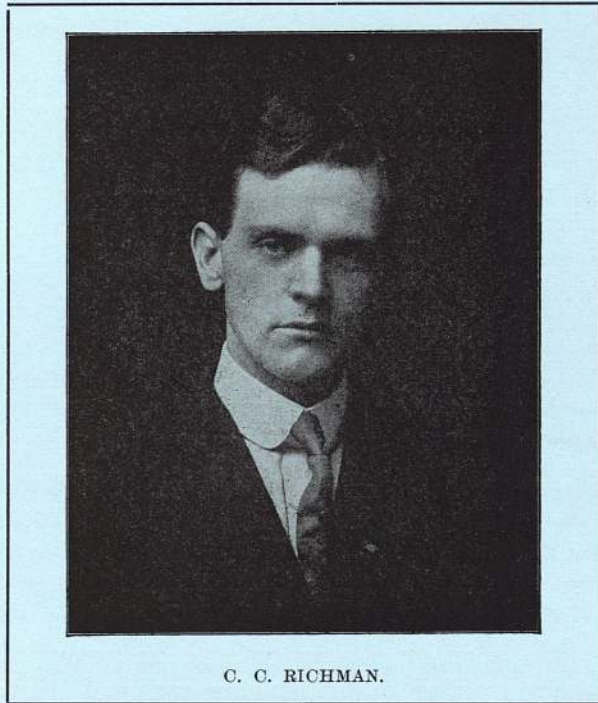
Dear Mr. Sine:

I am learning the lumber business here at Clothier, and feel that I am progressing nicely, which I can give your school credit for whatever advancement I may have made. I certainly feel proud of my course taken at the M. S. B. C., and appreciate the kindness shown me while a student in your school. I find, after graduating at your school, that a position is no object. I can highly recommend the Mountain State Business College to any person wishing to secure a first-class business education. I wish to say in behalf of your Professor, Mr. Mensch, "I think he is the best in the business."

With best wishes to you and the M. S. B. C.
I am
Respectfully yours,
BARNEY KIDD.



BARNEY KIDD,
Boone Timber Company,
Clothier, W. Va.



C. C. RICHMAN.

STARCHER AND COMPANY,

Grafton, W. Va.

Dear Mr. Sine:

In behalf of the Mountain State Business College, will state that I was a student in the Commercial Department of your College in 1906, and I am much pleased with the thorough and practical training that I received while there, and take great pleasure in speaking a good word for your school whenever opportunity affords, and gladly recommend it to any one desiring to equip themselves along the lines that you teach.

With the assistance of your course that I took while a student with you, I have been able to have steady and desirable employment. I held several positions with the Baltimore & Ohio Railroad Company, at this place, up until a few months ago, and am now with the Real Estate and Insurance Firm of the above named Company, and find my training received in your college most practical and thorough.

Thanking you for the many kind favors shown me in the past, I remain

Yours very truly,
C. C. RICHMAN.

HOURS OF STUDY.

The morning session is from 8:45 A. M. to 12 M.; the afternoon session, from 1:30 to 4 P. M. Students are permitted to use the school rooms for study until 5 P. M. The teachers will remain until that hour and will assist any one upon request. Punctuality being one of the prime qualifications for business, prompt attendance upon such work as the student may be entered for is required. The Mountain State Business College follows tardy and absent students closely, but does not hold itself responsible for the progress of students who are irregular in attendance. Accurate records are kept of the attendance, progress and conduct of all students, and reports are made to parents or guardians upon request. If it is desirable or thought expedient, reports are made to parents or guardians monthly.

TO OUR "BOYS" AND "GIRLS."

To you, one and all, we extend greeting! Though scattered far and near, and few, comparatively, it is our pleasure now to ever personally meet. Whenever or wherever we travel, we are greeted by former pupils and encouraged by their success. Nearly every day some one who was with us in the years past calls at the college and introduces relatives or friends who wish to pursue our course of study. Hundreds are employed in our own city, and we meet them as we go and come. The successes of our hosts of pupils have been encouragement in the past, and are an inspira-

tion for the future. We are proud of their work, and are always glad to receive a call or message from a student of former years.

THE B. F. GOODRICH COMPANY,

Akron, Ohio.

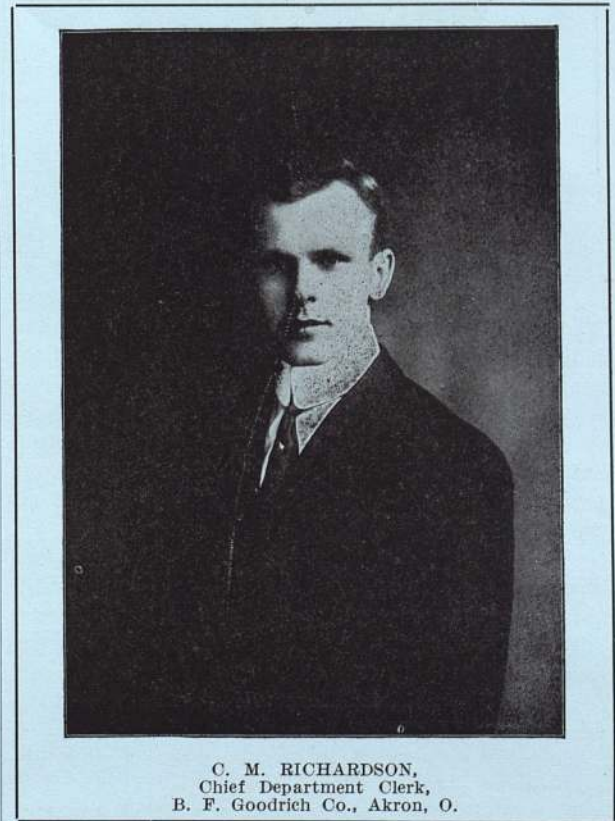
Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Sir:

If it were not for the excellent training received at the M. S. B. C. it wouldn't be possible for me to hold the position I now occupy with the B. F. Goodrich Company—that of chief department clerk. I graduated from your Commercial Department three years ago and have been employed by the above named Company ever since.

Wishing you the success you so richly deserve,
I am

Very truly yours,
C. M. RICHARDSON.



C. M. RICHARDSON,
Chief Department Clerk,
B. F. Goodrich Co., Akron, O.

"MOUNTAIN STATE"



OKEY J. STALAKER.

**WINIFREDE COAL COMPANY,
Lewiston, W. Va.**

Dear Mr. Mensch:

I consider the time and money spent with the M. S. B. C. the best investment I ever made and I never fail to recommend the "Old School" whenever I have an opportunity.

I know from experience that any young man or young woman who enrolls in the Mountain State Business College will receive kind, courteous treatment and good, painstaking instruction at all times.

After six months with the "Old School" and receiving my diploma I accepted a position with the above named Company and have "made good."

I find that there are plenty of positions for the young man or young woman who has completed a course in the "Old Reliable" Mountain State Business College.

Wishing the M. S. B. C. the success it so richly deserves, I am

Sincerely yours,

OKEY J. STALAKER.

WHAT BUSINESS HOLDS OUT TO YOU

Business gives you a chance to "get busy." It is the one great profession of the world today.

Before the power of a great business man the potentiality of even kings is but that of a pigmy. The business man makes it possible for the lawyer, the architect, the doctor, the artist, and every other follower of every other so-called higher profession to exist.

It is the business men of this country who have played the greatest part and will continue to play the greatest part in the uplifting of this nation. If you would play the greatest part possible for YOU, enter the business world! Prepare for the race of success. Train for the business bout.

Think of the men who are today occupying the most important positions throughout this country who started their career and gained their first boosts towards success as stenographers. A few of these whom we might mention are ex-United States Senator Wm. E. Mason, of Illinois; Hon. Ashby Francis Lever, Congressman from the Seventh District of South Carolina, Hon. Robert Hitt, Congressman from the Ninth District of Illinois; Charles S. Lee, General Passenger and Ticket Agent of the Northern Pacific Railway, St. Paul, Minn.; Wm. Dean Howells, the famous author; Arthur Brisbane, the \$100,000.00 per year editor of the New York Evening Journal, as well as hundreds upon hundreds of the most prominent men of the day.

Don't think for a moment that the field of Stenographers is becoming over-crowded.

This country today is fairly teeming with opportunities for young men—particularly great are the chances for young men who will

study and master Stenography. Tomorrow they may be multiplied a hundred fold. In this day and age competition is keen, and, therefore, preparation must be painstaking and thorough, and you must gain your training as a stenographer at a business college where an absolutely and unquestionably thorough training in Stenography is to be secured.

In a single year the Typewriter Companies received calls for over 60,000 Stenographers.

Young man, did you ever stop to think, to realize, just what opportunities the field of stenography does offer you?

Don't look upon it as a field of endeavor that offers you a \$15.00, \$18.00 or \$25.00 a week position. Aim higher than that. Very few young men Stenographers remain stenographers very long. They are promoted to some executive position, a position for which their work as a stenographer prepared them.

Think what it means to be in daily touch with the master minds of the business world. Think what a great store of knowledge you could draw from the dictation of men, heads of businesses and department chiefs who have spent years and years in learning the very things that they will dictate to you.

The United States Government issues a call every year for hundreds of male stenographers. The qualifications for a government stenographer are not so extremely high. We will assure any young man who takes up our regular stenographic Course, and will pursue it diligently, that he can pass with honors the hardest Civil Service examination. Inasmuch as the government pays from \$1,200.00 to \$1,500.00 a year, it seems to us that this would be sufficient incentive for any young man to take up the study of stenography.



CLYDE HEATER.

THE HOME NATIONAL BANK
Capital \$60,000.00

Mr. A. G. Sine, Sutton, W. Va.
Parkersburg, W. Va.

Dear Mr. Sine:

I received a notice from you today advising me that there was a position open with the New River Company, at Macdonald, W. Va. As it was addressed to Heaters, W. Va., I take it for granted that you are not acquainted with the fact that I now have a position as individual bookkeeper with the Home National Bank, of this place. I have been employed here since last April, and like the work very much. Mr. G. B. Waggoner, a former student of the M. S. B. C., is Cashier, and is a very agreeable man to work under.

I will write you later and give you an outline of how I have been employed since graduating from your school.

Thanking both you and Mr. Mensch very much for the interest you have taken in my behalf, I am

Yours respectfully,
CLYDE HEATER.

OUR CHEAPEST RATES.

Frequently we are asked by prospective pupils what our "cheapest" or "best" rates are for a course, stating that they have received some "good offers" from other schools and that the school making the best offer is the one they will attend, at the same time acknowledging the superior merits of the Mountain State Business College.

In all cases our reply is that we have no other rates than those found on page 65 of this catalogue, and no student pays more nor less than the rate as published. We want every student who enrolls in the M. S. B. C. to feel that he is receiving a "square deal," and is paying just the same for the same privileges and advantages as all the rest.

Our charge for tuition is as low as is consistent with our high-class facilities and the superior instruction given by our corps of expert teachers.

Schools without such advantages and employing less efficient teachers, no doubt can make "special rates," but it must be remembered that there is as much difference in schools as in other things, and as much prudence should be exercised in purchasing tuition as in buying a horse or a piece of land. In fact, it is of much more importance that a wise selection of a school be made, as in buying a piece of property, no more can be lost than the amount paid for it, while at an inferior school much of the money invested is lost, as well as the time spent which cannot be estimated in dollars and cents, and which it is impossible to regain.

We hope these few words may receive serious thought by those who may be inclined to pay for their education at bargain prices. We repeat that the rates found in this cata-

logue are our highest, our lowest, and the only rates we have, and every student pays the same, is entitled to the same, and so far as he makes it possible for us, receives the same at our hands.

BALTIMORE & OHIO R. R. COMPANY,
Fairmont, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

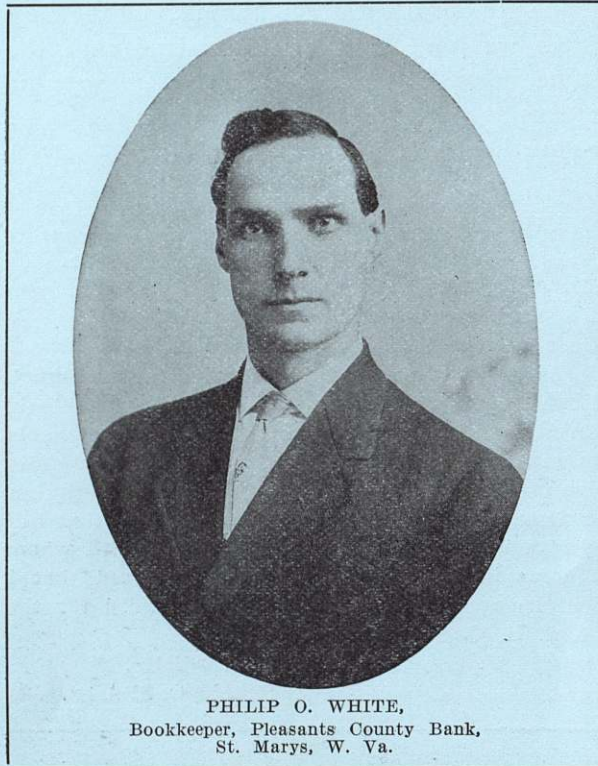
After spending several months in your school, I can truthfully say that it was the most profitable investment I have ever made. In fact I am unable to give your school the credit I feel it rightfully deserves, but I know it has given me, with but little expense and time, a start in business that will always be beneficial to me, and to all with whom I come in contact, you may rest assured that I will be ever ready to speak a good word for the M. S. B. C.

Yours cordially,
GREENE O. SPAUR.



GREENE O. SPAUR,
Stenographer, B. & O. R. R.,
Fairmont, W. Va.

"MOUNTAIN STATE"



PHILIP O. WHITE,
Bookkeeper, Pleasants County Bank,
St. Marys, W. Va.

**PLEASANTS COUNTY BANK,
St. Marys, W. Va.**

Dear Mr. Sine:

It gives me great pleasure to write a few words in praise of the Mountain State Business College, and am glad that I can heartily recommend it to those desiring to avail themselves of a business education. I am satisfied that no one will make a mistake in attending it in preference to any other school of its kind in the State. At present I am employed as bookkeeper for the Pleasants County Bank, at this place, and feel that my success is largely due to the good instruction and excellent training I received while in your school.

With best wishes for the continued success of the M. S. B. C., and thanking you for past favors, I am

Yours respectfully,
PHILIP O. WHITE.

BUSINESS EDUCATION.

In this age of strenuous life, the paramount topic of interest is "BUSINESS" and how to be SUCCESSFUL in it. The business men today are the rulers of the universe. The public eye no longer rests with contentment on the poet, author, or statesman, but the man whose name is most familiar to the public tongue, and whose deeds are an inspiration to our young people, is the man who is successful in business. How the pulse of "Young America" quickens at the mention of the great business achievements of J. P. Morgan, John D. Rockefeller, Andrew Carnegie, Chas. M. Schwab and James J. Hill, once poor boys, but now the most prominent figures in our country, through success in business.

This is distinctly a commercial age. A knowledge of business is the pressing need of the hour. We feel it on every hand. It distinguishes the rich from the poor, the successful from the unsuccessful; it enables those without means to earn a living, and to push ahead and become independent.

A few years ago, before the invention and use of the hundreds of time and labor-saving devices such as the modern means of transportation, the telephone, the typewriter, etc., the young man who desired to enter business was taken into the business office and the home of his employer, and instructed in the various details of the business. A youth entering an office today finds it nobody's business to instruct him. The manager has no time. The subordinates who might assist, have an inclination to keep him down, and instead of rapid promotion, he finds himself serving several years of apprenticeship at a meagre salary, while the thoughtful young man, who prepared himself, forges to the front.

The young people of the present time make a sad mistake by going into the business world without first acquiring the best possible educational advantages.

It is sad to witness the hopeless struggle of the half-educated young men and women, who want to do something in the world, but cannot do anything well. If you would gain the opportunities of the business world, you must make a definite preparation. You must not only possess character, habit, and ambition, but you must possess careful training.

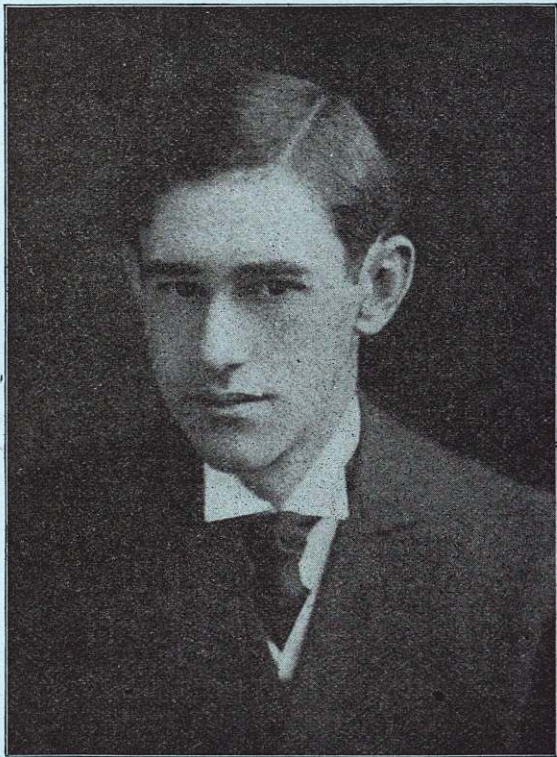
Business, as it is conducted today, requires as thorough a preparation as the learned professions. It does not require as much time or money to prepare yourself. If you are not adapted to one particular line of business, you have a broad field to choose from. It is not so, however, with the young person who chooses a professional career. The length of time required for preparation, and the enormous expense incurred during the years of study almost forces him to follow his chosen work whether pleased or not.

The University or professional man, as educated today, not infrequently foils his ambition for a business career by not appreciating his true status. His aesthetic tastes and cultivated mind are not exactly suited to the work necessary to promote him in business. He is mortified to find that he is an unskilled laborer, and that work is apt to soil his hands. His most prized attainments are so useless in business that they are more frequently scorned than admired.

The truth of the matter is the professions today are overcrowded. About ten per cent. of the lawyers and doctors do 90 per cent. of the business, leaving a host to compete for the remaining 10 per cent. There is no field

more inviting than business. Our trade, both foreign and domestic, is growing more and more complex. Owing to keener competition the percentage of profits is reduced, making it necessary for the successful merchant to know more about his business than ever before.

This great country of America, whose natural resources enable it to feed and clothe the world, needs financiers and organizers of intelligence and wisdom. There is a grand future before the young business man if he will but fit himself to occupy the place.



FRED A. BURT,
Assistant Cashier, Bank of Mannington,
Mannington, W. Va.



J. A. LEGGETT,
Cashier, First National Bank,
Pennsboro, W. Va.

GUARANTEEING POSITIONS.

Sometimes we are asked if we guarantee positions. To this question we plainly answer "NO." The patronage of the M. S. B. C. is not secured by such promises. Such inducements and only such as we can fulfill without a doubt, are presented to prospective students of this school.

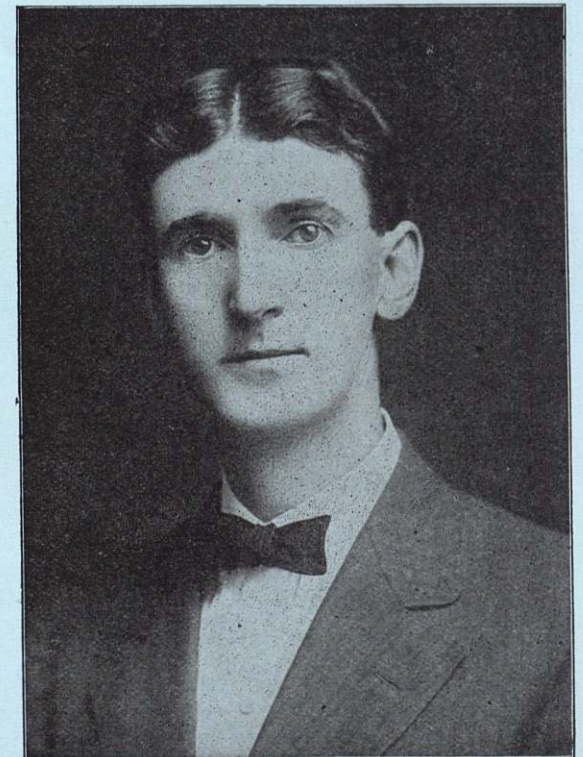
The primary object of the M. S. B. C. is not simply to fit its students to hold positions, but to give them a course of training that will be of general usefulness to them wherever they may be placed and in whatever line they may choose to follow.

We are needing a young man to do bookkeeping and office work. Must be a good, neat penman. Salary to start, \$60.00 per month.—F. A. PRICHARD & CO., Mannington, West Va.

WHEN TO ENTER.

We have no vacation and give individual instruction in all departments, consequently students can begin a course at any time with equal advantage, the sooner the better. With the student, the present ought to be the most propitious time to enter, as delays and postponements may bring circumstances that will preclude taking a course in the future.

We desire to employ immediately a competent bookkeeper and stenographer who is up-to-date, and can do the work for a wholesale house at this place. Let us hear from you at once.—HINTON HARDWARE CO., Hinton, West Va.



L. D. GRIFFIN,
Assistant Cashier, West Virginia Bank,
Clarksburg, W. Va.

"MOUNTAIN STATE"



NELLE C. SCHAEFFER.

VINCENT COAL COMPANY,

Clarksburg, W. Va.

Mountain State Business College,
Parkersburg, W. Va.

Gentlemen:

After spending six months in the Shorthand Department of the Mountain State Business College, I take pleasure in recommending it to any one desiring a business education. I appreciate the fact that it is one of the best Commercial Institutions in the State, and the efficient training I received enabled me to secure a good position.

I wish to thank you for the many favors extended, and assure you that I will endeavor to speak a good word for the school.

Very truly yours,

NELLE C. SCHAEFFER.

NO CLASS SYSTEM.

New pupils are admitted at any time during the school year. Each student is taught separately, and so progresses according to his or her ability, neither hampered by dull classmates nor unduly hurried forward by those quicker of perception.

The same advantages for learning the proper methods of transacting business are given to students here as persons who are preparing for a profession have at medical, divinity or law school.

Ladies are received upon the same terms as gentlemen, and have equal facilities for advancement. The large number of ladies in attendance would indicate that they are as much interested in practical education as their brothers.

Parents are especially requested to consider the benefits their children would derive from a course at this institution, and are cordially invited to visit the school and note the perfect arrangement of the rooms and the interest manifested in their work by both pupils and teachers. It is not due to an accident or a series of accidents that this school has enjoyed twenty-three years of success existence; there must be some good reason for this long and honorable career.

We are in need of an experienced bookkeeper, married man 30 to 35 years of age, and if you know any of your former students who are looking for such a position, we would be glad if you would request them to write to us at once. The position will pay \$100.00 per month to the right party, house and coal free. Please impress upon the applicants that they need not apply for the position unless they can furnish A-1 references. All applications should be addressed to the General Manager of the Company.—CROZIER COAL & COKE CO., Elkhorn, West Va.

THE COOPER OIL AND GAS COMPANY

Capital Stock, \$32,000.00

Room 600, Union Trust Building,

Parkersburg, W. Va.

Prof. A. G. Sine,

President, M. S. B. C.

City.

Dear Sir:

I attended your school in 1904 taking the shorthand course; at that time I was especially impressed with the painstaking care exercised by the teachers over each pupil individually. Several years later I was with you again, studying book-keeping, and I found the same excellent system prevailing that has made the Mountain State Business College a synonym for success as a business school.

I can not recommend it too highly or thank you too sincerely for what it has enabled me to accomplish.

Very truly yours,

R. PEARL MASON.



R. PEARL MASON.



J. L. SCHOLL.

FRUIT DISPATCH COMPANY,

Parkersburg Branch,

Parkersburg, W. Va.

Dear Mr. Sine:

Believing that honor should be given where honor is due, it has occurred to the writer that an expression of his appreciation of the thorough course of instruction received at the Mountain State Business College and of the value it has been to him, would not be out of order.

The combined course in the above school was completed by the writer in 1904, and the training received has been used almost constantly since that time, having been worth many times its cost. In fact the rapid calculation methods alone, have been worth the cost of the entire Commercial Course. The course of instruction received was so complete and comprehensive that no difficulties have been experienced in applying the knowledge received,

and same has also been the stepping-stone to better salary and the line of promotion.

Considering the very meagre amount of business education taught in the public schools, even where the so-called Commercial Course is included in the High School curriculum a course in a good business school would seem to be very desirable to any young man or woman as a necessary finishing touch to the education; and to the young man contemplating a business career, a course in such a school becomes a necessity.

In the matter of choice of a good business school the writer is of the opinion that the old Mountain State Business College is not to be surpassed in the entire Ohio Valley, and has always recommended it whenever the opportunity presented itself.

The writer sends best wishes for the continued success of his Alma Mater, the old M. S. B. C.

Yours very truly,

J. L. SCHOLL.

TO GRADUATES OF PUBLIC SCHOOLS.

You are doubtless aware that your education thus far is only a foundation for the training you are yet to receive and with which you are to make a living. Apply for a position with a railroad, a law firm, or almost any other business concern or corporation likely to furnish regular paying employment, and you will be asked whether you are a good bookkeeper, stenographer, telegraph operator, quick and accurate at figures, write a good hand, etc. If you answer no, but you are up in algebra, geometry, astronomy, Latin, etc., and you can soon learn these other things, the office man will suggest, in his curt way, that you'd better go and learn them. He is too busy to teach school.

We wish to say that there is no better time for you to learn these practical, "meat and bread" sciences than now, and no better place than the Mountain State Business College.

**Office of the Colorado
Supply Company,
Coalbasin, Colo.**

At present I am located at Coalbasin, Colorado, and am employed by the Colorado Supply Company at a salary of \$65 per month to start with.

I wish to say that by aid of the diploma which I received at the M. S. B. C., and the letter of recommendation which you gave me when I left school, I had no difficulty in securing a position in this State, although a stranger to every one.

E. S. WILSON.



THE TYGARTS RIVER LUMBER COMPANY,

Mill Creek, W. Va.

Mr. A. G. Sine,

Parkersburg,

W. Va.

Dear Mr. Sine:

As a former student of the M. S. B. C., I am only too glad to say something of what the school has done for me. I have been out of school about ten months but have found these a great deal brighter than I had anticipated.

After leaving school in March of last year, I accepted a position as general bookkeeper for Hench, Dromgold, & Shull, which position I held until the following October, at which time I resigned to accept the position I now hold as bookkeeper for the Tygarts River Lumber Company, of which one of your former students, Mr. Ballah, is Manager.

ARTHUR M. HESS.



ARTHUR M. HESS.

"MOUNTAIN STATE"



GEORGE D. DILLON.

**FIRE CREEK COLLIERIES COMPANY,
Pennbrooke, W. Va.**

Dear Mr. Sine:

As it has been a long time since I wrote you I feel it my duty to let you know where I am located and what I am doing, and, above all, to let you know what I think of the "Old M. S. B. C."

In my opinion your school is the best in the State, and I take great pleasure in recommending it as such. In fact I fail to see wherein it could be surpassed by any other commercial school in the United States. In acquiring my education I have attended other business colleges, but none of them will touch the Mountain State Business College. Since graduating at your school I have increased my salary 90 per cent. Now, I don't think that this could have been possible had it not been for the thorough training that I received from you and your able Faculty. I am now employed as book-keeper by the Fire Creek Collieries Company at Pennbrooke, W. Va., with good chance for promotion.

I think the M. S. B. C. is certainly performing its work well in preparing the young men and women of our State for better and more lucrative

positions, and I will, at all times, take great pleasure in recommending it to those wishing to secure a first-class business education.

Again thanking you and your Principal, Mr. Mensch, for what you have done for me, and with many good wishes for your excellent school, I am

Very truly yours,
GEORGE D. DILLON.

GUARANTEE FALSITY.

There is a class of men who will guarantee you anything if you will only pay them money. You find them dealing in unsound and vicious horses and guaranteeing them sound and gentle. You see them selling shoddy clothing and asserting it all wool—will guarantee it. Your attention is called to them dealing in adulterated food and claiming it is pure—guaranteeing it to be.

They are engaged in handling gold-washed jewelry, asserting it is solid gold—guaranteeing it to be. They are even to be seen engaged in the business college and shorthand school, and guaranteeing positions to any who will attend their school, pay them money, and in the same connection will make other false statements, the same as the horse jockey, shoddy clothier and dealers in impure food.

It is lamentable that men who are so unsound morally that they will try to deceive gullible people in order to get their money, should take to the business college and shorthand school business. Dishonesty is deplorable in any line of life, but to be taught to young men and women by example under the guise of education is a crime.

Can you supply us with a stenographer and general assistant? Excellent position if able to handle the work. Want him to apply at once and give reference. Your prompt reply will oblige.—M. P. PHILLIPS, Treasurer, Trust Company of West Virginia, Elkins, W. Va.



HARRY D. ROUSH.

**POINT PLEASANT GROCERY COMPANY,
Point Pleasant, W. Va.**

Dear Mr. Mensch:

Your letter of the 1st inst. received and read with much pleasure. I had hoped to see you in person, but find I will be unable to do so at the present time. Would have liked very much to visit the "Old School" again and renewed acquaintances with its good Faculty also former student friends. I want to say right here, with all the emphasis I can, that I think there is no school like the M. S. B. C. for any person desiring a business education, and I do not hesitate to recommend it to any one. Whenever I meet a young person who is desirous of securing a business education, I immediately appoint myself as a Field Agent for my Alma Mater, and at once go after him for enrollment.

It has been two years since I graduated and have had steady employment, at a good salary, and have no regrets whatever for the money invested and time spent at the M. S. B. C.

Very truly yours,
HARRY D. ROUSH.

MORAL SURROUNDINGS.

Our college is undenominational, but not irreligious.

When parents send their sons and daughters to us they can depend upon it that we will put forth very reasonable effort to see that their moral, social, and religious surroundings are the very best.

We will approve no boarding place where we have reason to believe the moral and social conditions are not first-class, and where the the conduct and comfort of students will not be looked after with parental care. When desired, we can usually secure board with families of the same religious belief as the student's parents.

We require our students to study, to attend school regularly and to conduct themselves as ladies and gentlemen upon all occasions.

Vulgarity, immorality, drunkenness, etc., are not tolerated one minute. No student whose moral influence is known to be baneful will be permitted to remain in school.

We endeavor to teach in every possible way that punctuality, truthfulness, honesty, industry, politeness, and purity of character must constitute the granite foundation without which the wisdom of Solomon would result in failure.

It is our purpose to keep the moral records of our institution so clean that our diploma will always indicate moral as well as intellectual qualifications.

We are in need at once of a few young men capable of filling cashier and scrip clerk positions at several of our mines. If you have any young men whom you could recommend to fill positions of this kind, have them write to us at once. The positions require accurate and responsible young men. The duties will also include the keeping of pay-rolls.—MCKELL COAL & COKE CO., Glen Jean, West Va.

INDIVIDUAL INSTRUCTION

However, is the key that unlocks the door to the mind of the student. This method of teaching is one of the special advantages of the institution. Years of experience in the school room have proven to us that to fully arouse the student's best energies and stimulate him to his best efforts, personal contact with the teacher is absolutely necessary. Each student receives personal aid and encouragement, thus making it almost impossible for him to become discouraged or to successfully shirk his work or responsibility. The value of personal teaching of this kind is apparent to all. To weak and

BACKWARD STUDENTS

individual instruction is a necessity. The ability of students to grasp and understand a subject is widely different, and to those who are less apt at comprehending, individual assistance is the chief means by which they can be reached and satisfactory progress made. It is undeniably the best and, perhaps, the only way to lift them out of their discouragement and place them on a self-reliant and independent footing by pointed and timely explanation given personally by the teacher, the difficulties which they meet are overcome, the work lightened, and discouragement and failure avoided.

We wish to employ a young lady who understands bookkeeping and shorthand, one who is competent to do general office work. The position is a permanent one to the right party. If you know of such a party please let us hear from you.—DRAGOO BROTHERS, Smithfield, West Va.

Kindly advise if you have a good young man that can operate a typewriter and can take dictation. I desire to get the service of a young man if I can. If you have any that you think would suit me I would be glad to hear from you.—C. B. CUTRIGHT, Cutright Lumber Co., Clarksburg, West Va.



O. L. COOK,
Stenographer, B. & O. R. R. Co.,
Grafton, W. Va.

THE BALTIMORE & OHIO RAILROAD COMPANY,

Grafton, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Sir:

As requested in your favor of the 9th inst., I enclose herewith my photograph. I am very glad to recommend the M. S. B. C. to any one who wishes to secure a first-class business education. The Mountain State Business College not only gives good, practical instruction, which prepares a young man or woman to go into any kind of business, but also has a position ready for all of those who qualify themselves for competent service.

Yours truly,
O. L. COOK.

"MOUNTAIN STATE"

SELECTING A SCHOOL.

Having decided to attend a business college, the question that confronts many is a matter of vital importance, and future success depends a great deal on the ability to choose wisely. The points to be considered are the location and the general advantages the school possesses, its facilities for the performance of its work to the greatest benefit to its students, the qualifications of the teachers composing its faculty, the standing of the school at home and abroad, and the assistance it is able to give its graduates in securing the most desirable positions.

In all these the Mountain State Business College ranks first among the business colleges of the land. The school stands high in both the educational and business circles of Parkersburg as well as throughout the two Virginias and the entire Ohio Valley. It is also one of the few institutions that have a favorable rating with the commercial agencies, enabling it to employ the best instructors and fulfill its obligations to the students. The work it does and the methods employed receive the hearty endorsements and recognition of business men, educators, and the public in general. It follows, then, from this general appreciation of the character of the school and the unqualified approval of the training it gives its students for business employment, that the M. S. B. C. can offer its graduates the most valuable assistance in getting the right start in business, and place them in positions where the opportunities are best for rapid and substantial advancement.

We respectfully ask the young men and women who are contemplating a business, telegraphic or shorthand course to consider these

important matters, and to you who decide in favor of the Mountain State Business College we give our unqualified assurance that you will find that it possesses every feature and advantage that goes to make up a business, telegraphic and shorthand training school of the highest grade. While you remain with us, everything will be done to further your interests, and at the completion of your course we shall not consider our obligation fulfilled until you are pleasantly located in a good position. We will make you our friend and become a true friend of yours in all your future undertakings.

Office of the Artura
Photo Paper Co., Inc.,
Columbus, Ohio.

After receiving my diploma on the 17th day of April, 1905, I came to Columbus, and on the 6th day of May I accepted a position as Stenographer and General Office Clerk with Tanian Brothers' Wholesale House. I stayed with this firm until the 6th of February, 1906, on which date I resigned and accepted a position with the Artura Photo Paper Company, 1500 Eastwood Ave., Columbus, Ohio, this Company having increased my wages **four times** in two years.

I can positively say from experience that the Mountain State Business College is the most thoroughly equipped up-to-date business college that I know of, as I have met so many students from other business colleges, whom I know have failed to receive the thorough training that I received during the six months that I attended the Mountain State Business College.

AURA JORDAN-SCHOYCK.



L. GRAFTON MATHENY,
Bookkeeper, International Harvester Co.,
Parkersburg, W. Va.

INTERNATIONAL HARVESTER COMPANY,
Parkersburg, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

I feel that I am only one among the many Braxton County boys who have started life right by attending the Mountain State Business College. After attending this school about four months, I completed my course and, through the influence of President Sine, secured a nice position with the International Harvester Company of America, this City, at a fairly good salary, and with good chances for promotion. I therefore cheerfully recommend the M. S. B. C. to any young man or young woman who is desirous of securing a practical education.

Respectfully,
L. GRAFTON MATHENY.



AURA JORDAN-SCHOYCK.

I write to state that we are again in need of a stenographer at Fairmont. I have accepted a position with the M. & K. R. R., at Morgantown, and this position will be open the first of next month. I personally recommend the position to be a good one, with good opportunities for the right man, and a salary of \$50.00 to start on. Probably you have a young man in school who can take it.—ELMER J. WATKINS, Stenographer, K. & M. R. R., Morgantown, W. Va.



OLIN SKIDMORE.

WILLIAM GROSSCUP,
Wholesale Lumber Dealer,
Buckhannon, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

To any person desiring a business education, I can most assuredly recommend the Mountain State Business College. After completing the Commercial Course and acquiring a fair knowledge of Shorthand, you secured for me the position of stenographer for the N. & W. Railway Company, at Bluefield, W. Va., but having a desire to learn the lumber business, I accepted the position of bookkeeper with Mr. William Grosscup, Wholesale Lumber Dealer, at Buckhannon, W. Va., which

place I still hold. I feel safe in stating that if it had not been for the thorough training I received while in the "Old School" that I would not be drawing one-half my present salary or be in line for advancement.

Mr. Sine will do all he says—and more—in giving one their money's worth, and I consider mine the best investment I have ever made, and would consider it as such had it cost me twice as much.

Wishing you and Mr. Mensch continued success, I am

Very truly yours,
OLIN W. SKIDMORE.

COMMERCIAL LAW.

Commercial Law has grown to be a most important study as a part of the Commercial Course. We do not profess to make lawyers of our students but to give them such an understanding of the subject as will enable them to act intelligently in business matters. It has been said that "he who is his own lawyer has a fool for his client," but a greater fool is he who refuses to know what can be readily learned of the customs of trade.

OUR TEACHERS.

We believe we may truthfully claim exceptional facilities as to our teachers. In our determination to make every part of our work educational, we have been careful to employ only teachers who have had large teaching experience, and know how to instruct those placed under their charge. We strive to have our pupils regard us as their friends and confidants here, and to understand that we esteem it a privilege at all times in and out of school, to do everything in our power to promote their welfare and legitimate happiness. We are therefore, successful in interesting many boys and girls who have accomplished little or nothing at other schools.

THE DIFFERENCE.

The difference between big men and little men is only a difference of training.

The Mountain State students, who are moving ahead and leaving thousands of others behind, are not better men, but better trained men.



J. C. FACEMIRE,
Stenographer, B. & O. R. R. Co.,
Grafton, W. Va.

BALTIMORE & OHIO RAILROAD COMPANY,
Grafton, W. Va.

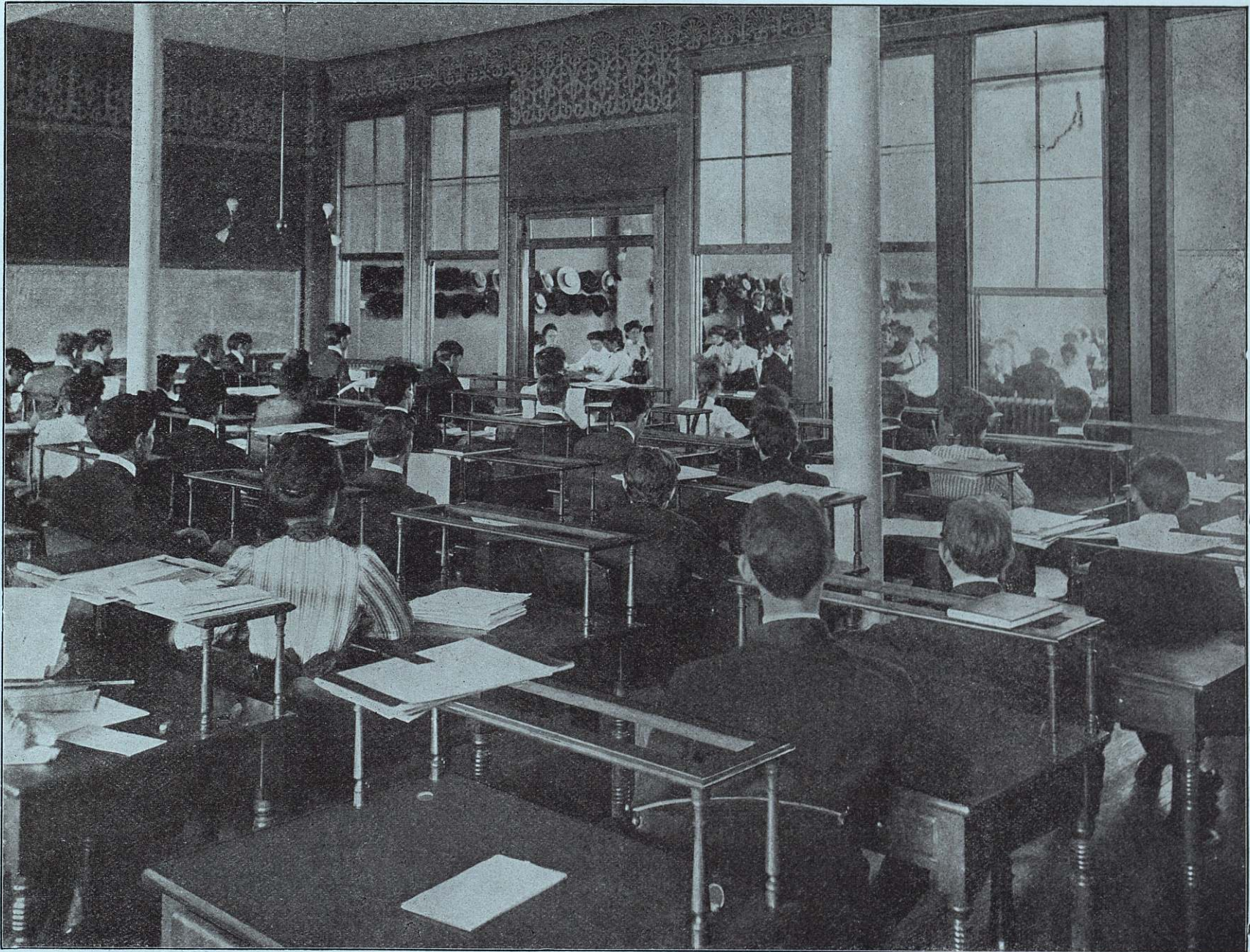
Dear Mr. Sine:

Having been out of college a few months I wish to say that I do not regret the time spent in taking the Commercial and Stenographic courses at the M. S. B. C. To any young man or young woman expecting to step out into the business world, I would say, first take a business course at the Mountain State Business College, where you will receive kind and courteous treatment, and the best instruction obtainable. No one need be afraid of not getting his "Money's Worth"—I got mine and much more.

Yours very truly,
J. C. FACEMIRE.

"MOUNTAIN STATE"





"MOUNTAIN STATE"



MAE BRADLEY.

THE BROWN-KENDALL COMPANY,
Wholesale
Notions and Furnishings,
Parkersburg, W. Va.

Dear Mr. Sine:

I am glad of the opportunity to add my testimonial to the thousands of other M. S. B. C. students.

There can be no doubt as to the practical value of the training received in the M. S. B. C. To any one wishing to obtain a practical business education, my advice is—attend the Mountain State Business College, where you are sure to receive the best training and the most courteous treatment.

With best wishes for the school and yourself,
I am
Very truly yours,
MAE BRADLEY.

I am at present in need of a young man to do stenographic and other office work. Will pay about \$60.00. What can you do?—J. J. TERNEY, Shipper of Standard Pocahontas Coke, Elkhorn, West Va.

BUSINESS FORMS.

Great stress is laid upon this subject. The mechanical arrangement and wording of notes, drafts, checks, orders, receipts, bills, statements, etc., and their meaning and use are carefully explained. In addition to the above many other forms are taught in the study of Commercial Law, thus covering nearly the whole field of business paper. By writing the different forms again and again, and carefully observing the wording of each, students obtain a correct impression of the arrangement and an intelligent understanding of the wording of the different kinds, and are thus enabled to write all commercial paper commonly used without a blank form.

SPELLING.

This subject is taught in the most practical manner. Words of every day use are brought before the student's mind in such a manner that by the time he completes the course of study he has no trouble in spelling or pronouncing any of the words in common use. Recitations in this subject are held daily in all departments of the college. Students are assigned lessons which must be studied and prepared for the following day, and attention is given to the pronunciation and definition of words as well as their correct spelling.

Written spelling is the method of instruction employed, requiring each student to spell all the words, and enabling the teacher to collect the work and note the mistakes. Besides the regular daily spelling classes, much practice is afforded in the large amount of correspondence and other writing done by the student as he advances in his work.

UNITED STATES POST OFFICE,
Parkersburg, W. Va.

My dear Mr. Sine:

Thinking you would like to know how I am getting along, will say that I completed my Shorthand and Typewriting Courses in the Mountain State Business College about five years ago, and immediately went to work for the J. N. Murdoch Company, Wholesale Druggists, of this City, with whom I remained six months, or until I was offered a position in the Money Order Division of the local post office, after having passed the Civil Service examination. My selection was due entirely to the fact that I could operate a typewriter—an accomplishment which I learned at the "Old Reliable" M. S. B. C. I am getting \$1100 per year, and will receive an increase of \$100 per year in the very near future, and I am giving the M. S. B. C. ALL THE CREDIT.

Yours very truly,

H. H. EAKLE.



H. H. EAKLE.



LELAND H. SWISHER,
Bookkeeper, Tygarts River Lumber Co.,
Mill Creek, W. Va.

THE TYGARTS RIVER LUMBER COMPANY,
Mill Creek, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

I have now been graduated from your school for a little over a year so I desire to say a few words or praise for the M. S. B. C. I chose your college in preference to other schools that were recommended to me after having been told by a business man that the M. S. B. C. was known, not only in West Virginia but throughout all adjacent states, as a school that relied on the thorough training that it gave its graduates for its sole recommendation and that it was supplying a wide and important field of commercial activity. Permit

me to say that I have never, for one moment, found cause to regret that I chose the M. S. B. C., and I am always glad to say a word of appreciation for your course, your instructors, and your personal treatment of me. I am situated here in a little town of five hundred inhabitants, and the lumber business is the sole industry. Even here there are six graduates of the M. S. B. C., employed by different Companies.

With best wishes to yourself and to Mr. Mensch, I remain

Very sincerely yours,
LELAND H. SWISHER.

YOUNG MEN STENOGRAPHERS.

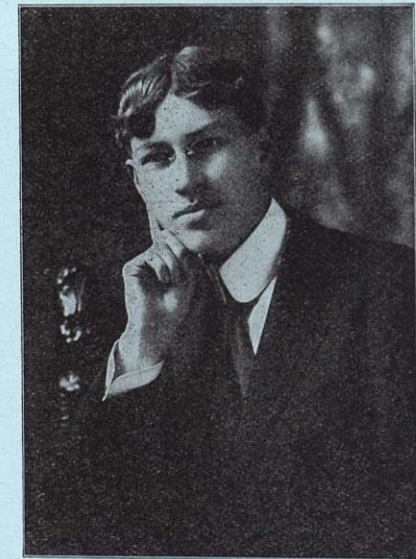
We strongly urge young men to acquire a knowledge of shorthand and typewriting. As an addition to other qualifications these are often of incalculable value. There is a constant scarcity of young men stenographers. In many commercial houses, railroad offices and banks, young men stenographers are preferred to young ladies, and the demand always exceeds the supply. Young men, therefore, who take these branches, and are otherwise qualified, are practically assured of employment upon completion of the course, and at very fair salaries.

Our Employment Bureau has frequent calls from business houses for young people who can write shorthand, operate the typewriter and either keep a small set of books or assist the regular bookkeeper. Such positions are often very desirable. It is therefore well, where it can be done, to take both the Commercial and Shorthand courses. Students are then doubly panoplied for the battle of life and success is certain.

We are in the market for an experienced stenographer. If you can refer us to some lady with experience and good business ability, we would appreciate same.—THE C. E. PRIDE CO., Clarksburg, West Va.

There is one demand in business that can never be fully answered, that will never know the meaning of an “over-supply.” It is the call for human ability. In every daily newspaper, in every great commercial center, you hear the echo of this ceaseless call. And the man who is without adequate employment has no honest excuse to offer, save that he does not know HOW to seek these positions or is not able to meet their requirements.

Somewhere there is a position seeking you. Somewhere there is an opening exactly suited to your own individual talents and ambitions; the kind of position that will enable you to grow, develop and succeed, to gain bigger ability as well as to command a lucrative income. **Prepare for it now!**



D. H. LEASURE,

A sixteen year old hustler, who commands a salary of \$50 per month, as Stenographer for The Shattuck & Jackson Co., Parkersburg, W. Va.

"MOUNTAIN STATE"



WILLIS R. MUMMEY.

THE CONSTITUTION STONE COMPANY, Constitution, Ohio.

Dear Mr. Sine:

I always welcome the opportunity to say a few words for the M. S. B. C. Soon after graduating in the combined Bookkeeping and Stenographic courses, I was, through your efforts, offered the position I now hold and have found that a graduate with the Faculty's recommendation behind him doesn't need to look long for a job. The office seeks the man in a great many cases and the Employment Bureau conducted by the school is of the greatest benefit to students.

For the young man or young woman just through common school, there is no shorter or easier way to immediate business success than by taking a business course and I know of no business college better equipped in all respects than the "Mountain State." Besides it is pleasant to know you are not forgotten when you leave the school, since the Faculty endeavors to keep in touch with

all the graduates and gives them the benefit of their advice and assistance whenever necessary.

Wishing you success and prosperity during the coming year, I am

Yours sincerely,
WILLIS R. MUMMEY.

THE PHENOMENAL SUCCESS

Of this institution is evidence of its popularity and most substantial proof of its superiority. Its growth is indeed exceptional and without doubt unprecedented in the history of similar institutions. Real merit, elegant appointments, thorough instruction, satisfactory results, honorable dealings, and promises fulfilled have won for it a reputation that guarantees to it still greater prosperity. The spirit of this institution is progressive and its chief characteristics are thoroughness and efficiency. The success of this institution is due in a measure to the influence and kindly assistance of former students, who are living testimonials of the worth and integrity of the school. The army of graduates holding positions of trust and responsibility in this city, State and elsewhere speak with emphasis of the meritorious work of the institution.

As a bookkeeper Stenographer or Telegraph Operator your earnings can easily reach the top mark, lifting you from the irksome ill-paid grind and long hours to positions of honor, importance and profit. These professions are now universally recognized, same as medicine and law.

We are again in the market for a combined office man. Mr. Skidmore spent several weeks with us, was all right—picked up the work rapidly but the Norfolk & Western R. R. Co. came along and doubled his salary, so he is now located at Bluefield. We would be pleased to consider the application of any one whom you think competent.—E. B. HARDESTY, Supt. Sec., American Protective Legion, Clarksburg, West Va.

What have you in the line of a lady stenographer and bookkeeper? Let us know what you have and the salary they would want to begin with. A good place and a new business.—CLARKSBURG WHOLESALE CONFECTIONERY CO., Clarksburg, West Va.

WIDEN & DUFFIELD,
Cressmont, W. Va.

Mr. A. G. Sine,

I have never been without employment since I finished the Commercial Course in your school.

I am now bookkeeper and Store Manager for Widen & Duffield, Railroad Contractors, Cressmont, W. Va. I would not have been able to do the work required of me had it not been for the splendid training I received while a student in the Mountain State Business College.

Wishing you success in your work, I remain
Respectfully yours,
SCOTT NOTTINGHAM.



SCOTT NOTTINGHAM.

THACKER COAL & COKE COMPANY,
Thacker Mines, Mingo County, W. Va.

Dear Mr. Sine:

Just a few lines to let you know how this one of the M. S. B. C. boys is getting along.

Since the first of last month I have been promoted again, which makes my fourth position with these people within ten months. My present position pays \$85.00 per month, which I think is a very good salary for one who has not been in the business any longer than I have. I like my new work fine and I think I have been getting along real well with it. I have been working at the desk since the seventh of last month.

I was at home for a few hours the Fourth, and my father said he had seen you and had told you about me and my last promotion. I had intended to write you sooner but just neglected doing so.

With kindest regards for you and the school,
I am
Very truly yours,
EARL H. ARCHER.

WHO NEEDS A BUSINESS EDUCATION?

Young men who have their own way to make in the world cannot afford to be handicapped by lack of thorough commercial training. To the young man who proposes to devote his life to mechanics, medicine, law or agriculture securing a business education will be of incalculable benefit, as it will enable him to be a BUSINESS mechanic, doctor, lawyer or farmer. But for one who intends to make business his profession, a course at a good business college is absolutely necessary. Without it, the errors he will make will retard his progress all through life, while with it he will be able to do accurate, profitable work from the start, be prepared to grasp every opportunity, step into vacancies that may arise in higher positions and reap the just rewards of his good judgment, energy and perseverance.

EMPLOYED PEOPLE.

Have you been at work awhile on too small a salary? Perhaps you are not competent enough to earn higher pay. Perhaps you have graduated from somewhere but they did not really fit you for high-paid service. Come to us, and in a short time we will increase your speed in stenographic work, round you out to complete competency in bookkeeping and general office duties, and help you into a position that means excellent pay at the start and sure promotion in the future, if you are attentive to your work and continue faithful. Honest, energetic service must always be the rule. You cannot expect to get on in the world if you do not observe these maxims.

Business men themselves often come to us and take a course in our College.

What is more dangerous than for a business man to be at the mercy of his employees, when he himself has no knowledge of bookkeeping, no clear comprehension of the late and progressive methods and rules by which the modern office is conducted?

Will you kindly inform us whether you can furnish a combination man, bookkeeper, typist and stenographer, thoroughly reliable in every respect and of good address?—W. H. WHEELRIGHT, Cashier, Flat Top National Bank, Bluefield, W. Va.

ROCK ISLAND LINES,

J. G. Jennings, Superintendent of Telegraph.

Subject: Telegraphers Wanted.

Chicago, Ill.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Sir:

I have your letter of Sept. 8th, addressed to Mr. G. W. Rourke, our Superintendent at Herrington, and beg to state that we require the services of a total of forty (40) telegraphers at this time.

We will be glad to place as many as you can send us up to the number above stated. Will you kindly advise?

Yours very truly,

J. E. JENNINGS,

BOARD OF TRADE,

Grafton, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

It is a source of great pleasure to know that I am a graduate of the Mountain State Business College. My success alone speaks for the able instruction that I received while a student in the M. S. B. C.



NELLIE R. WHITE.

I am at present employed by the Grafton Board of Trade and get along nicely with my work. I can only offer you my sincerest thanks for a life time of usefulness and my best wishes for the future prosperity and welfare of your college.

Respectfully,

NELLIE R. WHITE.

"MOUNTAIN STATE"



HARRY V. PIERSON,
Bookkeeper, Thomas Shoe Co.,
Charleston, W. Va.

THOMAS SHOE COMPANY,
Charleston, W. Va.

Dear Mr. Sine:

I always had a desire to do office work, but when I got to thinking more seriously about the matter I was fully convinced that to be able to do such work I MUST have some knowledge of business methods, so I decided to enter a business college at once. Then the question, "Which school shall I attend?" was to be decided. The first school that suggested itself to me was the Mountain State Business College, and after learning what I could about the work done at other commercial schools, and at the same time comparing the success of the graduates of one with that of the other, I was fully assured that the M. S. B. C. was the proper one to attend, so I entered your school and after completing the Bookkeeping Course, including Typewriting, very thankfully received my diploma, with all the honors of the college, and am

now holding a bookkeeping position with the Thomas Shoe Company, of this City, and find the work easy. I am unable to tell you how thankful I am to you and the teachers for the kindness and thorough instruction I received while with you, but to all young men and women who are contemplating attending a business college where they can receive the best of instruction, the kindness of all, and the help of the "man behind the school" to follow you after graduation, I would say that you can do no better than to take a course at the Mountain State Business College.

Thanking you for the many favors extended to me, and wishing you continued success, I remain

Sincerely yours,
HARRY V. PIERSON.

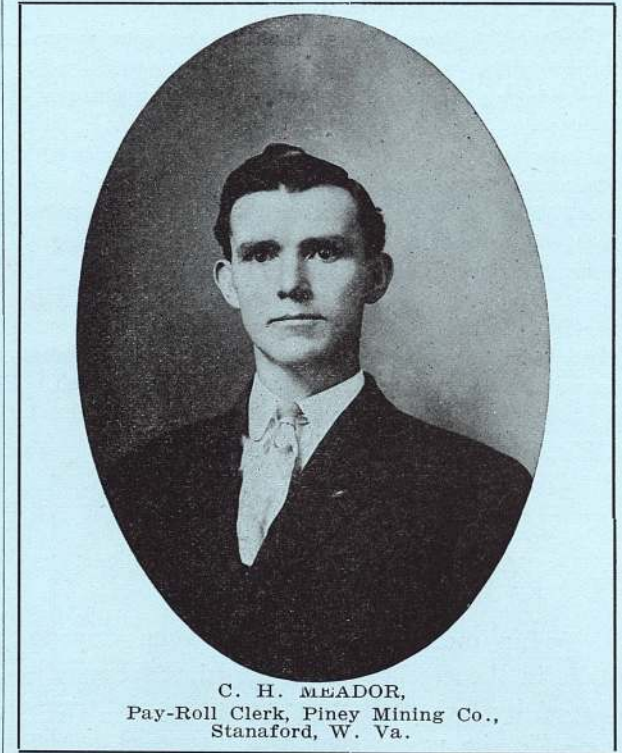
We have a nice position for a young lady as bookkeeper and stenographer. Can you give us the name or recommend a person whom you think would meet our requirements? Thanking you in advance for the favor, I remain, etc.—W. H. LEE, Sutton, West Va.

WHICH WINS?

Now and then we hear people say they can get along without a business education. Yes, we believe that. Not very many years ago everybody got along without one. So they did a little further back without the steam engine and the railroad train. The world would find it very hard to get along without either today. Any one who thinks that he can get along without a practical education is like the man who thinks he doesn't need the railroad because he can walk. The man without a business education is traveling on foot, while his competitor who has completed a course in an up-to-date business college is riding on the fast flying train of progress. Which of these competitors do you think is going to win the race?

Time is money. Judicious expenditure is but an investment, and you will find a course in our college to be one of the best paying investments you have ever made.

We are in need of a young man as PAY-ROLL and SCRIP clerk, and write to see whether or not you could put us in touch with such a man. Would prefer one with a knowledge of bookkeeping.—S. A. BEDDELL, Manager, Burnwell Coal & Coke Co., Sprigg, West Va.



C. H. MEADOR,
Pay-Roll Clerk, Piney Mining Co.,
Stanaford, W. Va.

THE PINEY MINING COMPANY,
Stanaford, W. Va.

Dear Mr. Sine:

I am glad to have the opportunity of saying a good word for the Mountain State Business College.

I spent fifteen (15) weeks in taking a Commercial Course in the M. S. B. C. When I graduated I secured my present position, beginning at a salary of \$85.00 per month. Without the training I got in the M. S. B. C. I could not perform the duties of this position nor would I have been considered for it.

This plain statement of the benefit I have received from the course is the best argument I can advance why young men should take a Commercial Course and why they should go to the M. S. B. C.

to get it. I consider the school superior in every respect—it occupies the handsomest building of any Business School in West Virginia and is better equipped; your teaching staff is composed of competent and experienced instructors and the methods of instruction employed are thoroughly practical and up-to-date.

With best wishes for the success of the school,
I remain
Yours very truly,
C. H. MEADOR, Pay-Roll Clerk.

No man can afford to remain forever ignorant of bookkeeping principles. The books keep track of what is taken in and of what is paid out; they are the records of profit and loss;—and can you afford to always take somebody else’s word for this all-important information? Think that over.



R. E. LEE,
General Bookkeeper, First National Bank,
Sutton, W. Va.



D. W. CAULEY,
Stenographer, Standard Oil Co.,
Parkersburg, W. Va.

CITIZENS COTTON OIL CO.,
Red Oak, Texas.

Dear Mr. Sine:

I suppose you will remember me as Number 1565—class of 1908. I am keeping books for the Citizens Cotton Oil Company, Red Oak, Texas, but am going to accept a traveling position about the first of the year, and wish you would please send me a duplicate grade card, also a recommendation as I will have to place them on file with the Company for whom I am going to work.

I have never had any trouble with any work since I left the Mountain State Business College.

Yours very truly,
THOMAS CALLAHAN.

Could you furnish me a lady stenographer that is a good typewriter operator and letter writer? I would like to have a stenographer that can attend to my work while I am away. Let me hear from you soon.—C. S. PARR, Clarksburg, West Va.

NATIONAL SUPPLY CO.,

Charleston, W. Va.

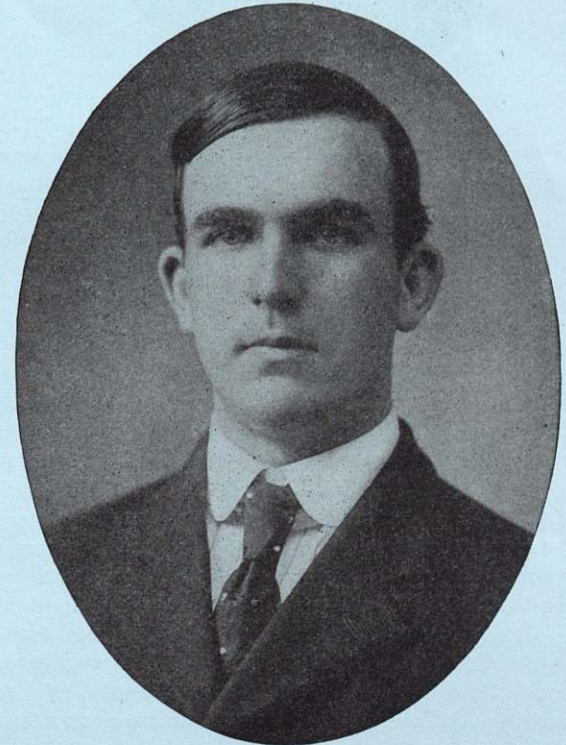
Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

I consider my course in the M. S. B. C. the best investment I ever made. After completing the Stenographic Course through the assistance of President Sine, I obtained the position of stenographer with the National Supply Company, of this City. I find that the training I received enables me to perform my work in a satisfactory manner.

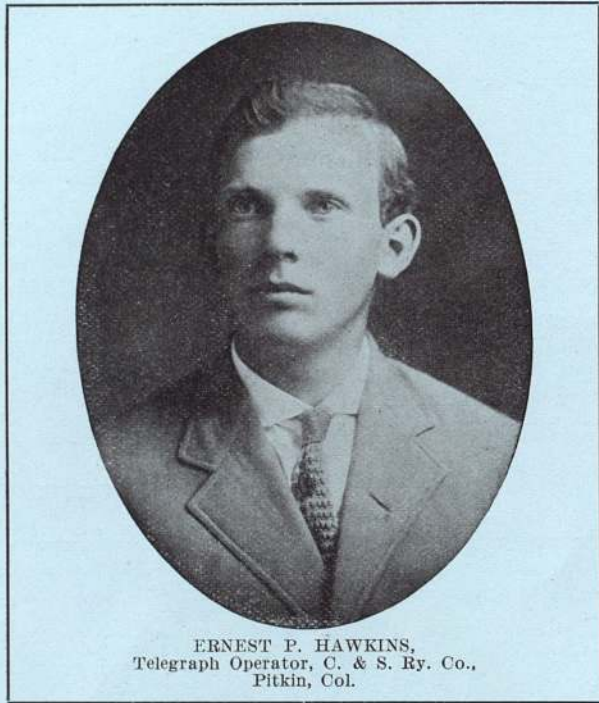
I heartily recommend the Mountain State Business College to any one seeking a business training.

Yours very respectfully,
GEORGE H. POSKE.



RICHARD A. MCKEE,
Bookkeeper, First National Bank,
Sutton, W. Va.

"MOUNTAIN STATE"



ERNEST P. HAWKINS,
Telegraph Operator, C. & S. Ry. Co.,
Pitkin, Col.

THE COLORADO & SOUTHERN RAILWAY COMPANY,

Pitkin, Colorado.

Mr. A. G. Sine,
Parkersburg, W. Va.
Dear Mr. Sine:

In 1907 I completed a five months' course in Telegraphy at the M. S. B. C. and immediately thereafter I accepted a position as Operator with the Coal & Coke Railway of Gassaway, W. Va., at a salary of \$50.00 per month. I am now employed as Agent and Operator on the Colorado & Southern Railway at Pitkin, Colorado, and am receiving a salary of \$105.00 per month, with good chances for promotion.

It is with great pleasure that I add my testimonial to the large number of others who have attended your excellent institution and wish to thank you for the thorough instruction received while there.

Sincerely yours,
ERNEST P. HAWKINS.

TELEGRAPHY.

YOU SHOULD LEARN TELEGRAPHY.

A thorough knowledge of telegraphy is better than a large bank account, inasmuch as it cannot be lost and a bank account can.

EDUCATION NECESSARY.

Only an ordinary school education is necessary for one to become a successful telegraph operator; it is a mistaken idea that one's education should be superior. There are few in the telegraph service who possess a higher education. The telegraph office is the best kind of a school. It is a "university of business education."

"HOW LONG WILL IT TAKE ME TO LEARN TELEGRAPHY?"

We are frequently asked to give the time required to learn Telegraphy. We shall answer this question fully and our answer is based on what others have done and are constantly doing. Four to five months from the time you enter our school you ought to be earning a good salary as an Operator; provided always, that you apply yourself and devote your school hours to practice.

A few weeks more or less is not to be considered when you remember that you are here acquiring a trade and mastering a profession the possibilities of which are limitless. Even if you are here six months your expenses will not exceed \$130, including tuition, board, room and washing.

HOW OLD SHOULD ONE BE?

Any person between the ages of 14 and 40 can learn Telegraphy. Many persons believe that there is a certain age at which they should undertake the study of Telegraphy. This is entirely erroneous, and is one of the impressions which gains currency without having any reason.

SALARIES PAID OPERATORS.

The salaries of Operators vary from \$40 to \$125 a month. Where Operators act as agents they receive from \$50 to \$150 a month, according to the importance of the station.

The extension of the Telegraph service in all parts of the world and especially to our more recent possessions, Cuba, Hawaii, Porto Rico, and the Phillipine Islands, opens up a field rich in possibilities for the young men of this country.

PERSONAL INSTRUCTION.

On entering this department the student is given work on a local instrument and receives individual instruction as to position and movement. After becoming familiar with the code, and able to send readily, he is then placed at a table with three or four others, where he sends and receives newspaper matter until he is able to send and receive about fifteen words a minute. He is then given a railroad train wire, where he is taught the form of train orders, railroad messages, etc. Here he is also taught the standard rules of railroad and commercial work together with the abbreviations in common use. Upon this wire the student books the messages which he sends and receives, also makes out a monthly report, and in connection with this he takes up freight work, making out way bills, etc., and station accounts; the same as is done in any railroad station. We use all forms of railroad blanks, and the student is made familiar with them.

A visit to our school of telegraphy will convince anyone of our superior and practical railroad work. We urge the public to give our work and equipments the most rigid examination.

WHY NOT LEARN IN AN OFFICE?

It will take you one or two years. The operator can give you but little time, and you are compelled all this time to pay board and handle freight or baggage with no compensation. Here you can give all your time to the work and in a few months be ready for a position.

A PARTIAL LIST OF RAILROADS EMPLOYING OPERATORS FROM OUR SCHOOL.

The B. & O. and its numerous branches.
Cleveland & Pennsylvania,
Chesapeake & Ohio,
Norfolk & Western,
Kanawha & Michigan,
Coal & Coke,
Great Northern,
Atlantic Coast Line,
Hocking Valley,
Morgantown & Kingwood,
Union Pacific,
Western Union,
and
Eureka Pipe Line Co.

WILL IT PAY?

Everyone asks this question, as he should do. The answer is undoubtedly, “Yes.” No profession offers greater opportunity for advancement. The fact that Andrew Carnegie, the Steel Magnate; Sir William VanDorn, President of the Canadian-Pacific Railroad; Mr. Hughitt, President of the Canadian and Northwestern Railroad; Mr. Earling, President of the Northern Pacific, and more than eighty-five per cent. of the railroad officials, as well as many of our most successful business men, began their careers as Telegraph Operators is abundant proof of this.

PROMOTIONS.

As long as railroad and telegraph lines continue to be built; as long as their officials are promoted, die, and retire, just so long will intelligent, faithful operators be promoted to fill these vacancies.

Over the wires and through the fingers and brains of the Telegrapher throbs every thought, every order, every plan of the great railway chiefs and their subordinates. Hence, it follows that no other branch of railroad work gives one the same insight into every line of work on the railroad and knowledge of every part of the railway system.

MOBERLY DIVISION, WABASH RAILROAD

Moberly, Mo.

Dear Sir:

We can probably use 4 or 5 good operators providing they are familiar with railroad work, blocking of trains, etc. J. E. STUMPF, Superintendent.

LAKE SHORE AND MICHIGAN SOUTHERN RAILWAY COMPANY.

Cleveland, Ohio.

Dear Mr. Sine:

On this beautiful Christmas night I will write you a few lines to let you know where I am located. I am now selling tickets in the largest City in Ohio—Cleveland. I sell for the Big Four, Lake Shore and Erie trains. We do a large ticket business. Our daily sales are about \$3,500.00. So you see we handle some money.

I was promoted from Agent, at Niles, Ohio. to Cleveland, Dec. 4, 1910, and so far am “making good.” I do not do telegraphing any more, as I made a study of the ticket business, and am now able to sell tickets to all parts of the United States, and further if desired.

When I first began to work for the Erie R. R. Co., I started out as night operator at \$50.00 per month. I was always on the job, saved two wrecks and never refused to work any place—no matter how hot a job or how lonely a place, my answer was always “O. K.—will go,” and the result was I got all the good paying jobs. I work nine hours,

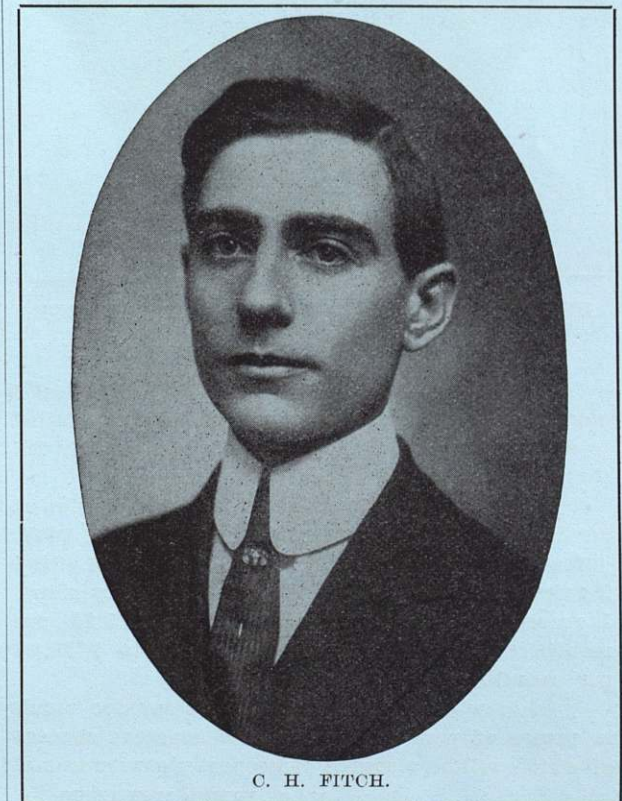
sometimes ten and get \$95.00 per month, and am now looking forward to a \$125.00 position.

I owe my success to the M. S. B. C. for there is where I got on the RIGHT TRAIN TO SUCCESS. Had I not learned Telegraphy, I would, no doubt, have been teaching some little country school, say seven or eight months out of each year, at \$35.00 or \$40.00 per month.

I will add here for the benefit of anyone wishing to learn telegraphy. Learn it and do your work well when you get a job and you will certainly forge to the front, as I think telegraphy is the stepping-stone to success in the railroad business. Look at our General Managers, Superintendents etc.—most all of them were at one time operators, and today are holding the highest salaried positions in the Railroad service.

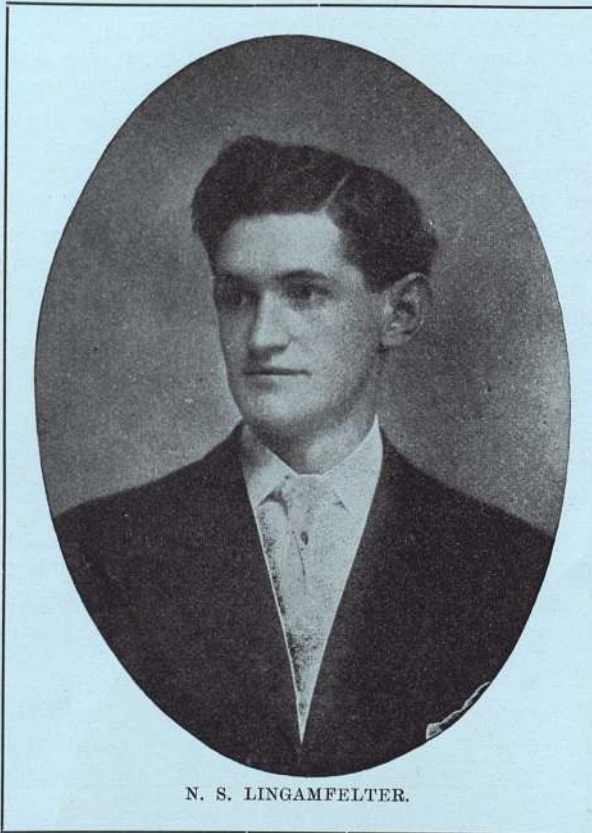
Yours very truly,

C. H. FITCH.



C. H. FITCH.

"MOUNTAIN STATE"



N. S. LINGAMFELTER.

**DEPARTMENT OF COMMERCE AND LABOR,
Washington, D. C.**

Being a graduate of the M. S. B. C. I feel I would be neglecting an important duty if I failed to apprise you of the success I have achieved by the thorough training received at your school.

In August, 1906, I accepted my first position at a salary of \$40.00 per month; and September, 1907, (of which you are aware) I took the U. S. Civil Service examination. To make a long story short, I received an early appointment at \$75.00 per month. On July 1st, I was advanced to \$100.00 per month.

In view of the above, I cannot say too much in praise of your institution, the constant success of which will be a source of keenest pleasure to me.

N. S. LINGAMFELTER.

NO FIELD OF EMPLOYMENT

Affords better opportunities for ambitious young men and women than that of the Government Service. Each year since the passage of the Civil Service Law in 1883 the Classified Service has been extended, until, during the year ending June 30th, the number of appointments made in the Federal Service alone aggregating over 40,000. This was far more than for any previous year.

THE MANY ADVANTAGES.

In working for our Government are too numerous to mention in detail, but a few good reasons for preferring this service may not be out of place here.

First, because the salaries paid are considerably in excess of (frequently double) those offered by private employers for the same, or proportionate service, and the opportunities for advancement more certain.

Second, because all liability of bankruptcy is removed and there is no possibility of losing one's position "on account of the failure of the firm."

Third, because the hours of duty are short, the work comparatively light, and not subject to material variation in times of emergency.

Fourth, the appointments are practically for life as the positions may always be held during the continued good behavior of the appointee.

Fifth, the vacations with full pay are longer—one month always, and two months if necessary on account of illness.

The government starts its stenographers at from \$600 to \$1,200 a year, according to speed and general capacity. The hours are from nine to four, vacations from two weeks

to two months with full pay, and opportunity is afforded for promotion every six months until \$1,600 is reached.

These are the customary conditions. Acquaintance with public men, through such stenographic positions, makes possible the rising to any degree of prominence and emolument, just as Secretary Cortelyou and many others have done.

**DEPARTMENT OF COMMERCE AND LABOR,
Washington, D. C.**

Mr. A. G. Sine, President,
Parkersburg, W. Va.

Dear Mr. Sine:



BEN SMITH.

Confirming my telegram of yesterday's date I do not care to make a change in positions at this time. However, I feel grateful to you for having remembered me in this instance, and trust that you may succeed in placing some one else in this position.

I have been working in the Department of Commerce and Labor since May 21, 1910, at a salary of \$900 per annum, and like the work very much. The training I received at the M. S. B. C. has been very beneficial to me, both in securing and satisfactorily holding the position which I now occupy.

Thanking you for offering me the opportunity of securing another position, I am

Very respectfully yours,

BEN SMITH.

If you want to be worth more money to yourself and to those you represent, if you want to reach the top in professions that are not overcrowded, if financial remuneration, responsibility and position are among the fortunes of business you are seeking, the M. S. B. C., through its courses in Bookkeeping, Shorthand and Telegraphy offers the means of obtaining this end.

LETTER WRITING.

This institution seeks to educate for the practical affairs of life. In letter writing, as in every other subject our aim is to instil in the minds of our students the necessity for being practical in all that they do. The business student has no time to spend over the intricacies of rhetoric, logic, etc. In a communication to a business associate about a delayed check or the title to some real estate, there is no call for knowledge regarding synecdoches, or hyperboles, anticlimax or euphemism. Not that we would belittle the study of rhetoric, logic, etc., but we do wish to be understood that the student should be trained for the field in which he intends to work. We do believe in the "eternal fitness of things," and that human life is too short for us to be fitted for all things. We strive to teach the art of writing plain and intelligible English, and leave the task of training rhetoricians to the higher colleges and universities.

**ROCK ISLAND RAILROAD,
DAKOTA DIVISION,**

Subject: Operators.

Esthersville, Ia.

Dear Sir:

I can use two first-class Operators, salary \$70.00 and \$60.00 per month. If you can supply such, please advise and I will arrange for transportation from Chicago.

Yours truly,

C. J. WILSON, Superintendent.

AN ECHO FROM FAR-OFF PORTO RICO.
PABON & CARBONELL Apoderado:
Comerciantes. **FRANCISCO PAMIES.**
Mayaguez, Porto Rico.

My Dear Mr. Sine:

I cheerfully bear testimony to the excellence and efficiency of the Mountain State Business College.



ENRIQUE CARBONELL.

The business training I received at your school has proven most beneficial to me, and I would recommend it to any one intending to enter a business career. The time and money spent with you I consider the best investment I ever made.

I am delighted to know that my "chum"

Mr. Salgado, who recently entered your school, is getting along so nicely. I am acquainted with practically all of the young people in Mayaguez, and there are several who will join you next year. You can rest assured that if I meet any one who is looking for a good business school I will use my best efforts to turn their minds toward the M.S.B.C.

ENRIQUE CARBONELL.

We now have an opening for a good, snappy young lady as cashier, and we very much prefer that she be a stenographer in addition. She has to be quick and apt to learn in order to fill the place. We would be glad to hear from you if you have any one you could recommend both as to honesty and ability. We usually start girls at \$45.00 per month and are willing to pay for ability.—ISLAND CREEK STORES COMPANY, Holden, West Va.

OUR GRADUATES IN DEMAND.

Mountain State Business College graduates are filling positions in practically every large city in the country. On the spur of the moment we could name some who are in Seattle, San Francisco, Los Angeles, Chicago, Denver, Cleveland, Toledo, Akron, Detroit, St. Louis, Philadelphia, New York, Washington, Cincinnati, Pittsburg, El Paso, Tampa, Omaha, Birmingham, and Porto Rico and the Philippine Islands.

METHOD OF TEACHING.

The distinguishing character of this institution, and upon which it chiefly bases its claims to superiority, is its method of instruction upon which rapid progress and thoroughness depend. The remarkable growth and success of this institution are due to the methods of teaching and the conscientious, untiring efforts of the instructors.

Result is the standard by which all methods of teaching are measured and that method which is unproductive of good results is a failure. That this system of instruction accomplishes the results we claim for it and that it fully and satisfactorily meets the expectations of our students and patrons is fully proven by the very generous patronage that has been bestowed upon the school since its establishment.

Constant observation and study by the faculty, and years of experience in the school room have succeeded in formulating a system of instruction recognized as the best by leading educators of this country.

I write you for a good man to keep my insurance office. I want a man who is sober and honest. One who is also a stenographer. Will thank you for an early reply.—W. H. FURBEE, Cashier, First National Bank, Mannington, West Va.

"MOUNTAIN STATE"

BALDWIN DETECTIVE AGENCY, Roanoke, Va.

It affords me great pleasure to say a few kind words in behalf of the Mountain State Business College, and to express my thanks for the courteous treatment and thorough instruction received while in attendance there.

I have visited several business colleges of West Virginia, and Virginia, and must say that I consider the Mountain State Business College far superior to any of them in every particular. The time spent there has been profitable to me, indeed, and I would advise every young man and woman who desires to take a course either in Bookkeeping or Shorthand and Typewriting, to avail themselves of the superior training offered by your excellent school.



ESTILLE L. MEADOWS.

Prior to taking a course at the M. S. B. C., I had devoted five years as a teacher in the Public Schools of Mason County, West Virginia, but realizing there was something better for me, I took a course in Bookkeeping, Shorthand and Typewriting. After completing my Commercial Course in eighteen weeks, and spending twenty weeks on my Shorthand Course, Professor Sine secured for me a position as stenographer in Parkersburg. After holding this position for six weeks Professor Sine obtained for me a more desirable position with the Norfolk & Western Railway Company, at Bluefield, W. Va. I held that position down satisfactorily for ten months, at the end of which time I was successful in securing a very lucrative position as Chief Clerk and Stenographer for the Baldwin Detective Agency, of Roanoke, Va., which position I am now holding.

The increase in my earning power has equaled 250 per cent. per annum since I went out from the M. S. B. C. two years ago today. I attribute my success to the thorough training received while a

student at the Mountain State Business College, and I feel that I cannot speak too highly of your noble institution.

Very sincerely yours,
ESTILLE L. MEADOWS.

OUR PURPOSE.

It is the intention of the management of the Mountain State Business College to maintain its supremacy among commercial schools throughout the country, and it will leave nothing undone in the way of faithful, skillful and energetic service that is necessary to the accomplishment of this high and noble purpose. It will continue to maintain its high standard of thoroughness and efficiency, and here guarantees to each and every individual student every courtesy and attention that it is possible for teachers to give. They will continue to place the interest of the M. S. B. C. boys and girls above every other interest, and will strive honestly and earnestly with all their ability and experience to render the fullest possible equivalent for the money paid. They will continue, as in the past, to fulfill this very pledge.

OUR POLICY.

When the the Mountain State Business College was established in October, 1888, its President outlined a policy which included: Practicability of courses.

Encouragement and assistance of pupils.

Fairness in all dealings with all patrons.

As the years, each more successful than the preceding, pass by, no variations in that original policy can be stated.

We are looking for an active young man familiar with book work at a salary of about \$1,000.00 to \$1,200.00 per annum. If you have any one in mind who might perhaps fill the bill will appreciate your assistance.—FRANK ARMSTRONG, Pres., General Distributing Co., Clarksburg, West Va.

WAITING will never bring promotion. You must act! You must equip yourself with present day methods, and meet promotion half way. You must get in touch with the universal laws of business success. And you must apply these laws today—tomorrow—everyday—if you want to win. Don't wait for promotion. Take a course in the M. S. B. C. and you will be ready to strike out for bigger and better things.

LESLIE HAWKER & COMPANY,

Shinnston, W. Va.

Dear Mr. Sine:

I wish to express to you my sincere thanks for what your school has done for me. Through your kindness I am now filling a remunerative position with the hardware firm of Leslie Hawker & Company, at this place. I am always glad, when I hear of some young person who is thinking of entering a business institution, to insist on his going to the M. S. B. C., for I feel safe in saying that in no other institution will he receive better



ETHEL A. DUNFEE.

training for a business career, or meet with such kind and thoughtful consideration, not only while he is in training, but when the subject of a position, at the end of the school course, must be thought of, the "Old School" will not be found wanting.

Very sincerely yours,
ETHEL AGNES DUNFEE.

We want to employ a good bookkeeper. We want a young man of good habits and who is thoroughly reliable and trustworthy. To the right party we will pay the salary he deserves. I would thank you to give this your earliest attention as we are needing help badly.—J. S. HILL, Cashier, Fayetteville National Bank, Fayetteville, W. Va.

PARKERSBURG AND MARIETTA INTER-URBAN RAILWAY CO.,

Parkersburg, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

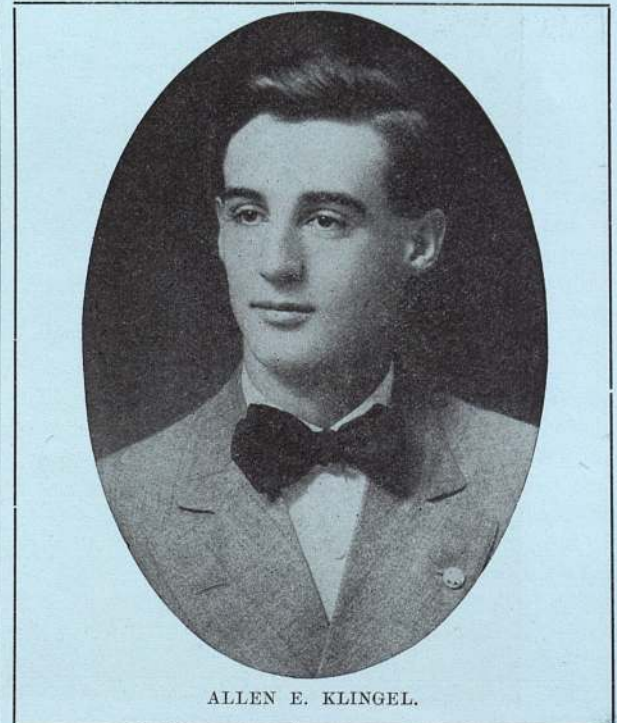
Dear Mr. Sine:

I am very grateful for the opportunity to tell of the good your school has done for me.

The question today is to get started RIGHT. Your school has been to me the gateway to that straight and narrow path that leads to a better life and a field of business opportunities. The training I received in Penmanship alone is worth the entire tuition.

For the benefit of those who may read these few lines, I will say: Enroll at the Mountain State Business College, follow their rules and courses of study, and success awaits you as surely as night follows day.

Very truly yours,
ALLEN E. KLINGEL.



ALLEN E. KLINGEL.

I am now serving my second year as councilman of my ward. My term runs out in April. This has been a good experience to me, giving me an idea how a city is to be governed, etc. I have had many very good positions offered me, but since I am in a very comfortable position, have refused them all.

Wishing you continued success, I remain
Very respectfully yours,
ANTHONY N. STENGER.

We are in receipt of your favor of the 6th and wish to thank you for recommending Miss Minnie Ball for the position we have to offer. We are satisfied that Miss Ball is just the girl we want, and we are offering her the position today. Thank you for your interest in the matter.—THE WILLIAMS & DAVISSON COMPANY, Clarksburg, West Va.

WILL IT PAY TO BORROW THE MONEY?

This question comes up over and over, and our answer is always "Yes." Many a young person has borrowed money to finish his course, and, with the education thus obtained, he was enabled to earn three times his former salary; and soon had the pleasure of paying back the money he had borrowed.

Ordinarily we would be the last to encourage young people to go in debt; but we know from experience that every dollar invested in education is worth hundreds.

Without such a course, it might take years for one to save up money enough to take the course on and something might prevent it after all. With the course, one can earn from two to five times as much as before and soon pay back the money borrowed. The education remains a permanent investment, increasing in value from year to year. Friends become foes, riches may take wings, but a business education is as durable as life, as handy as human need.



ANTHONY N. STENGER.

**THE W. R. JONES GLASS COMPANY,
Morgantown, W. Va.**

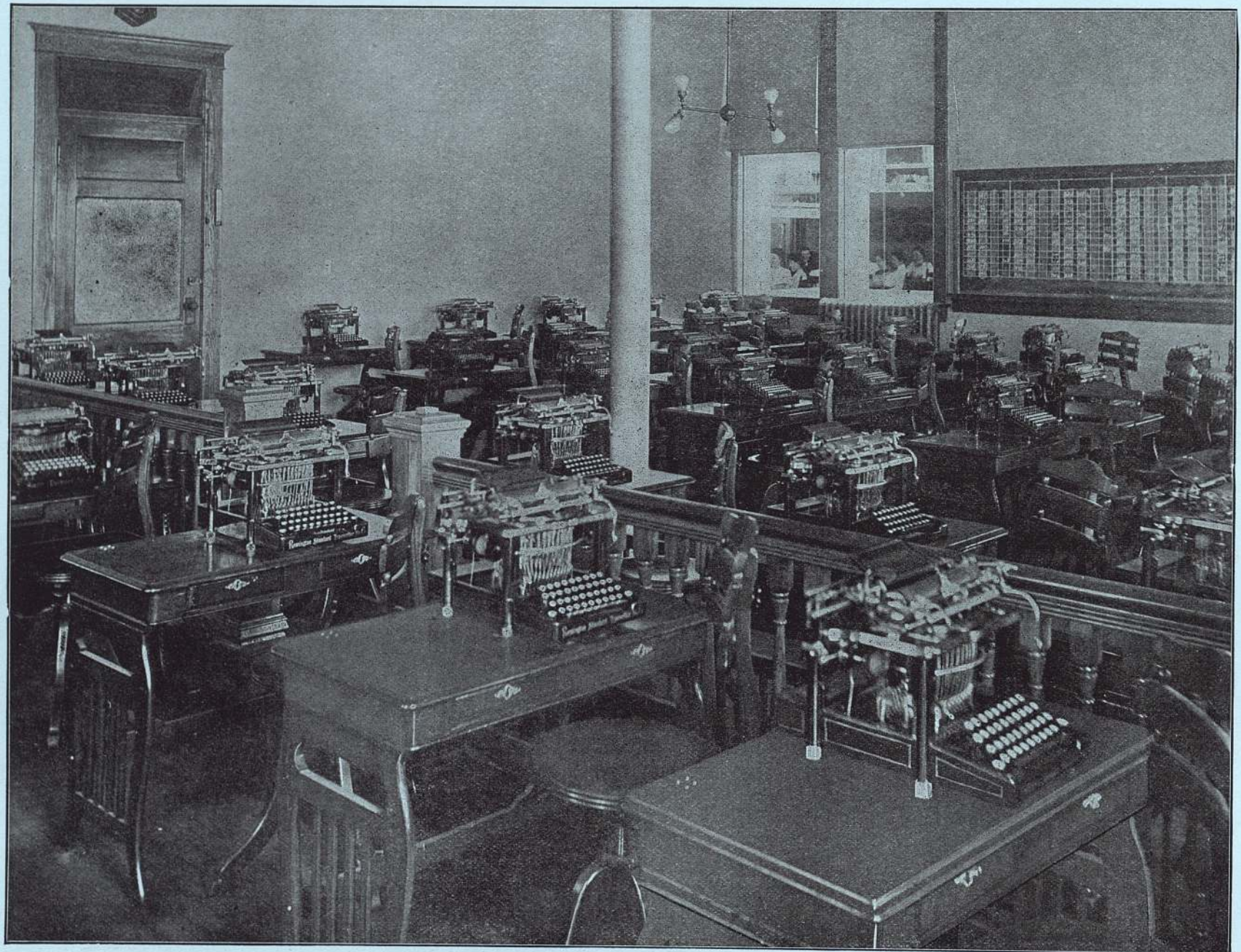
Dear Mr. Sine:

For a long time it has been my desire to write a few words of commendation for the M. S. B. C. which I had the privilege of attending some nine years ago.

While there, I took a course in Bookkeeping, Shorthand and Typewriting. After leaving your school I accepted the position of clerk and Stenographer with the W. R. Jones Glass Company, of this City, and held the same place until two years ago when I was promoted to the office of Manager, which position I still hold.

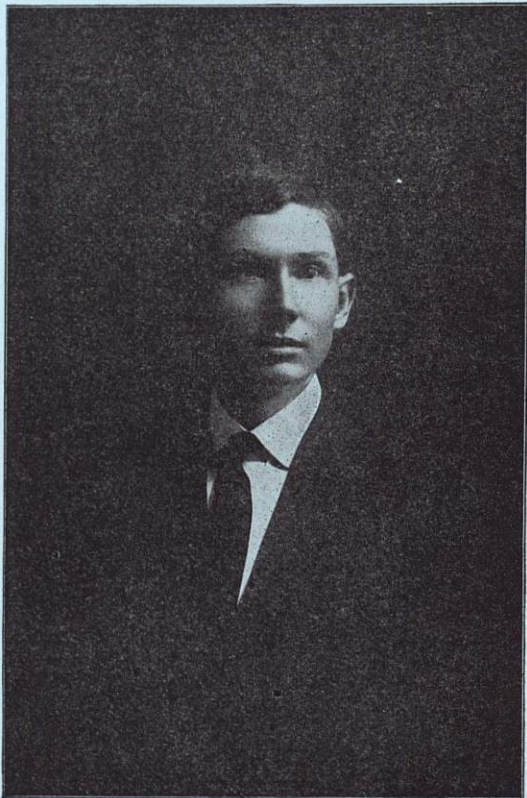
I cannot but recommend this reliable and well known institution to any one desiring a thorough business education; and furthermore, they can rest assured that they will receive courteous treatment at the hands of the Faculty.

"MOUNTAIN STATE"





"MOUNTAIN STATE"



L. A. WILSON,
Stenographer, B. & O. R. R. Co.,
Grafton, W. Va.

BALTIMORE & OHIO RAILROAD COMPANY,
Grafton, W. Va.

Dear Mr. Sine:

It certainly is a great pleasure to me to write a few lines in behalf of the Mountain State Business College. After having attended your school for ten and one-half months, completing the Commercial Course of study, and gaining a fairly good knowledge of shorthand, I accepted a position, which you secured for me, with the Baltimore & Ohio Railroad Company, at Grafton, W. Va., and am still working for the same Company at a very satisfactory salary. Kindly accept my thanks for same and for the courtesy shown me by you, also by your excellent corps of teachers while attending

your school. To ambitious young men and women who wish to succeed in the commercial world, I would like to say: "Enroll with the Mountain State Business College."

Thanking you for what you have done for me, and with many good wishes for your excellent school, I remain
Yours respectfully,
L. A. WILSON.

WHAT THE WORLD IS LOOKING FOR.

"The world today is looking for men of thought, men of action, men who are not for sale; men who are honest, sound from center to circumference, true to heart's core; men with consciences as steady as the needle to the pole; men who will stand for the right if the heavens totter and the earth reels; men who neither flag nor flinch; men who have courage without whistling for it, and joy without shouting to bring it; men in whom the course of everlasting life runs still, deep and strong; men who know their place and fill it; men who know their business and attend to it; men who will not lie, shirk nor dodge; men who are not too lazy to work, nor too proud to be poor; men who are willing to eat what they have earned and wear what they have paid for; men who are not afraid to say 'No' with emphasis and who are not ashamed to say 'I can't afford it.' "

MINNEAPOLIS, ST. PAUL & SAULT SAINTE MARIE RAILWAY COMPANY,

Chicago Division

Northern Division

Abbottsford, Wisconsin.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Sir:

Referring to your letter to Mr. Johnstone which has been turned over to me will state that at the present time I have use for several good operators who are capable of passing our required examination including a physical examination.

Yours truly,
G. C. STOCKEY,
Chief Train Dispatcher.



JOHN GORDON LAKE.

THE CONSOLIDATION COAL COMPANY,
Fairmont, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

My dear Mr. Sine:

It gives me great pleasure to say a few words in behalf of the M. S. B. C., from which I received my business education and to which I owe a great favor.

I now hold a position with the Consolidation Coal Company, at this place, as Assistant Chief Clerk of the Power and Mechanical Department, and to any one seeking a business education I would highly recommend the Mountain State Business College.

Yours very respectfully,
JOHN GORDON LAKE.

The position of stenographer and bookkeeper in this office will be vacant about September 1st, occasioned by the resignation of Miss Alma Lyon, one of your students, who has very acceptably filled the position for some time, she having obtained a better position. Have you some one who you could send to take her place?—C. C. BOSWORTH, Elkins Power Company, Elkins, West Va.

THE MONONGAHELA RAILROAD COMPANY,

South Brownsville, Pa.

TO WHOM IT MAY CONCERN:

I am now employed as stenographer by the Monongahela Railroad Company, of South Brownsville, Pa., and do not hesitate to say that the careful instruction at the Mountain State Business College, under the guidance of Mr. A. G. Sine, is responsible for my position, and I cheerfully recommend it as a practical business training institution.

O. S. SAYRE.



O. S. SAYRE,
Stenographer, Monongahela R. R. Co.,
S. Brownsville, Pa.

SCHOOL DISCIPLINE.

The discipline of this school is strict, but parental in character, and is designed to secure faithful work and prompt attention to study by kind and considerate treatment. We expect attention to duty, diligence and courteous conduct towards teachers and fellow-students, believing that each student will respect the rights of others as he wishes his own to be respected, and thereby create a **WHOLE-SOME SCHOOL SPIRIT**—that peculiar atmosphere which discourages wrong and stimulates right living and honorable bearing in every act and thought.

When appeals to personal conscience and honor are not sufficient incentives to recognition of duty to self and others, the student must withdraw from the school.

ABOUT POSITIONS.

The question of securing a desirable position at the completion of a course is one of special interest to young men and women who come to the M. S. B. C. with that purpose in mind. This is to be expected, and we are glad to have our students look forward with interest to the time when they will be actively engaged in business affairs.

QUALITY OF INSTRUCTION.

The quality of instruction in the M. S. B. C. will be a revelation even to those acquainted with the best of other methods. Direct personal and individual interest is taken in the work and progress of each student, and no amount of patience and painstaking care is spared to develop their highest efficiency. The corps of instructors contains only past masters of the art of teaching. Each member

had for years demonstrated his ability to impart to the students the maximum amount of information in the minimum time.

**THE BALTIMORE AND OHIO RAILROAD CO.,
Grafton, W. Va.**

Dear Mr. Sine:

As a former student of the Mountain State Business College, I am glad to have an opportunity to say a few words in favor of the “Old School.” I feel that I am only one among many who have started into the business world right, and I am glad to recommend the M. S. B. C. to any young man or woman who desires to obtain a good practical business education.

I am at the present time employed as stenographer by the Freight Agent here, at a salary of \$53.00 per month, and am getting along very nicely.

Thanking you for past favors, I am

Yours respectfully,

OTUS C. SMITH.



OTUS C. SMITH.

“MOUNTAIN STATE”



ALLEN T. HODGES,
Stenographer, B. & O. R. R. Co.,
Grafton, W. Va.

**THE BALTIMORE & OHIO RAILROAD
COMPANY,**

Grafton, W. Va.

Dear Mr. Sine:

I take this method and opportunity of thanking you and all the faculty of the M. S. B. C. for

the kindness, courtesy, and Business Training received at your school. The best money I ever spent and knowing what I do now, if I had not attended your school, I WOULD GO IF IT WERE TO COST ME TWICE AS MUCH, AS I AM SURE IT IS THE BEST SCHOOL OF ITS KIND IN THE UNITED STATES. Am working for the B. & O. R. R., at this place, at good wages and like my position.

Sincerely thanking you again for the interest you and the school have manifested in me, and for the position secured for me, and wishing you and the school the success and prosperity you so justly merit, I am

Yours respectfully,
A. T. HODGES.

HOW CAN I SECURE A GOOD POSITION?

There are thousands of boys and girls, young men and young women, asking themselves that question, and the secret of their success in life is wrapped up in the answer. There is but one solution to the problem—one answer to the question—just two words: **PREPARE YOURSELF.**

Learn to do something, to be of use. Learn that which the business world wants done, for which it will pay a price and your services be in demand. In the city of Parkersburg—throughout the whole country—there are hundreds of good positions for competent young people.

Prepare yourself! That is the secret to securing and holding a good position. Prepare yourself to stand on your own merits and you will not need to depend upon the influence of others in order to get a position.

Kindly advise whether you have a young man who you could recommend for a position as Stenographer, advising as to his age, qualifications and also whether he has had any previous experience. Could also use a few of your men who have taken the telegraph course. EDWIN BOWER, Asst. Gen. Magr., Coal & Coke Railway Co., Gassaway, W. Va.

**THE MERCERSBURG ACADEMY,
President's Office,
Mercersburg, Pa.**

My dear Mr. Sine:

I am in receipt of your favor of recent date and note contents. In reply will say that I am very sorry, indeed, to have to again advise that I do not have one of my photos, as there are no good photographers in town just at present time. I wish to assure you, however, if I had a photo I would be only too glad to have same appear in your school publication. As a graduate of your institution I cannot speak too highly of its many commendable features. I heartily recommend it as being one of the best institutions of its kind.

With kindest personal regards to yourself, and with best wishes for the future success of the "Old School," I am
Most cordially yours,
O. C. RITTER.

**OFFICE OF D. H. HILL ARNOLD,
Attorney-at-Law**

Elkins, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.
Dear Sir:

I take great pleasure in writing a few words of praise for the "Old School." I spent the summer and fall of 1909 in the Mountain State Business College, and during that time I completed, with the aid of your efficient teachers, a thorough course in Shorthand and Typewriting. I soon secured the position, for which you recommended me. I have had several years' experience in different kinds of work, but I LIKE NOTHING SO MUCH AS STENOGRAPHIC WORK.

Allow me to thank you for the kind treatment received while attending your school, and also for the aid you gave me in securing a position.

Yours very truly,
LELIA MAE BURDETTE.



LELIA MAE BURDETTE.

WHY YOUNG MEN AND YOUNG WOMEN SHOULD EDUCATE THEMSELVES.

To escape the drudgery of life. To get away from the "blue side of a dollar a day." To give them an earning power that will enable them to enjoy the blessings of modern civilization. To make themselves personalities. Everybody has an education. It is only a matter of some having more than others. It is like money or property, the more you have of it the more you are worth. The value or beauty of education cannot be described in dollars and cents. Man should educate because he was given a mind capable of almost unlimited development and it was intended that he should develop it to the greatest degree. It is the business of youth.

We have an opening for a young man as stenographer, one with some experience in the lumber business, must be capable of taking rapid dictation and write the letters correctly. A knowledge of bookkeeping would be of some advantage. We want a man of good habits and unquestioned integrity. To the right party there would be an excellent opportunity for advancement. Salary to start \$65.00 per month.—JOHN C. KING, Gen. Manager, Greenbrier Lumber Company, Neola, West Va.

THE MINNEAPOLIS AND ST. LOUIS RAILROAD COMPANY,

Office of Chief Train Dispatcher.

Minneapolis, Minn.

Mr. A. G. Sine, Pres.,
Mountain State Business College,
Parkersburg, West Va.

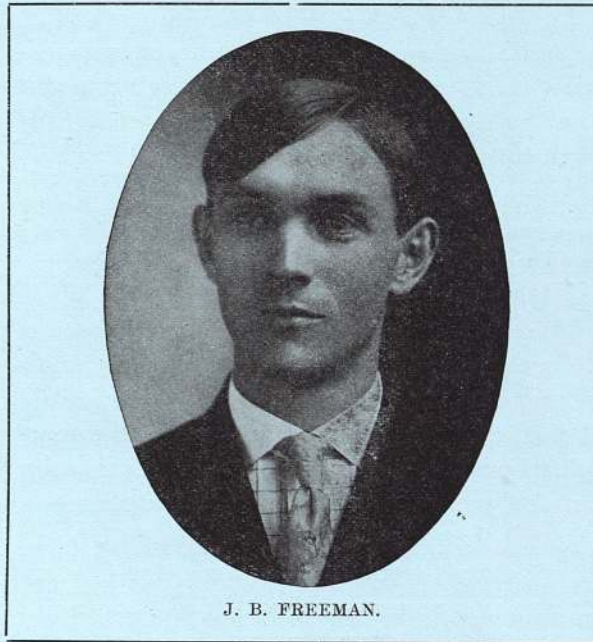
Dear Sir:

I have your letter of the 7th inst., addressed to Mr. E. D. Hogan, which has been referred to me for reply.

I beg to advise that we have frequent openings for capable young men who are competent operators and if any of these men report to me, I can undoubtedly find an opening for them before very long.

Yours very truly,

F. D. ALVORD,
Chief Train Dispatcher.



J. B. FREEMAN.

**NORFOLK & WESTERN RAILWAY COMPANY,
Bluefield, W. Va.**

Dear Mr. Mensch:

I am very glad to have the opportunity of writing a few lines in behalf of the school that has done so much for me. Since completing my course at the Mountain State Business College I have been employed as stenographer in Trainmaster's Office, Norfolk & Western Railway Company, Bluefield, W. Va.

Owing to the excellent training I received at the M. S. B. C., my work has at no time been really difficult for me, and I am ever ready to speak a good word in behalf of the "Old School" which has started such a large army of young men and young women on the highway to success.

I thank you for securing me my first position. What you have done for me you can do for others.

Yours respectfully,

J. B. FREEMAN.

Can you send me a lady stenographer, one speedy enough to take depositions, and not too young. Would like to have one this week if possible. Kindly advise if you can supply me.—J. HANFORD McCOY, Attorney-at-Law, Sistersville, West Va.

BE SOMEBODY.

Young man, young woman, you want to get on in the world and be somebody. You must map out a road to follow, and the time is near when you must fight your own battles. The question above all others with you now is "how to get a start" so that you may work yourself toward the top. In order to secure a foothold somewhere you must be able to do something useful. You must have knowledge and skill that has a marketable value. What you need most of all is a Business Education. It is the work of the M. S. B. C. to provide just the training you need. Can you make an investment that will return a greater profit? Is there any way by which you can so readily qualify yourself to earn a living? Do you know of any other field in which industry and ability are so richly rewarded? Begin at once, for it is not what you intend to do, but what you set about doing, that counts. Success will never come rapping at your door, and if you ever attain it, you must go out into the world and win it, and this you will not be able to do, in competition with the shrewd and trained business men of the age, without a good preparation.

OAHU COLLEGE,

Honolulu, Hawaii.

Mr. A. G. Sine,
Parkersburg, W. Va., U. S. A.

Dear Sir:

I am desirous of securing the services of a competent commercial teacher to take charge of the commercial department of our College. Have you some one in your school capable of filling this position? Please give me a frank and full statement about the persons whom you will request to apply for the position. We shall regard whatever you say as confidential.

Yours truly,

A. F. GRIFFITHS, President.

"MOUNTAIN STATE"



H. E. PILCHER,
With Wheeler-Holden Co.,
Huntington, W. Va.

WHEELER-HOLDEN COMPANY,
Huntington, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

It affords me much pleasure to recommend your school, and any one contemplating entering a business college should not enter elsewhere until they have found out the advantages your school has to offer. Without the thorough course I received at your school, I would not today be holding the responsible position with which I am entrusted.

Believe me always ready to do what I can for your school, I am

Yours sincerely,
H. E. PILCHER.

DO NOT HESITATE

To write us for any information you may desire that is not found in our Catalogue and other college literature. It will be cheerfully given by return mail.

We are in need of a stenographer and bill clerk. Have you one you can recommend? Must be a good penman. Have applicant address in own hand writing.—THE LEATHERBURY SHOE CO., Clarksburg, W. Va.

A course in the Mountain State Business College will do more to increase a young man's earning power than any other study he could take. Surely you cannot afford to let the near-sighted prospect of a few dollars stand between you and your better self to the advantages of a course that will later return you dollars for every penny that it will cost you now! Turn impulse into action—and act NOW.

RAPID CALCULATIONS.

"Quick and accurate at figures," reads the advertisement, and the young man or woman who is deficient in that respect need not apply for the position.

A period of twenty minutes is devoted each day to drills in rapid calculations, in which all the students of the Commercial Department participate. It is a regular branch of our course of study and our methods of instruction are practical and up-to-date. The interest displayed at these exercises shows how thoroughly this subject is appreciated by the students.

No other branch in the course incites such concentration of thought, nor affords better discipline for the mind. These drills fascinate the drowsy, indifferent student, and have been the means of showing that even dull boys have energy and activity that need only to be aroused to make them bright and interesting students.

**MINNEAPOLIS, ST. PAUL & SAULT SAINTE MARIE
RAILWAY COMPANY,**
Office of Superintendent.

Chicago Division

Southern District

Fond Du Lac, Wisconsin.

Mountain State Business College,
Parkersburg, W. Va.

Dear Sirs:

Your letter of September the 2d has been received in reference to taking care of some operators from your school.

We are in need of some experienced operators and if you can recommend any of them to us please do so and we will appreciate it very much.

Yours truly,
C. M. WINTERS,
Superintendent.

THE WEHRLE COMPANY,

Newark, Ohio.

Dear Mr. Sine:

When I first decided to attend a business college I didn't seriously consider the "Mountain State," but after getting what information I could as to the standing of the different commercial schools in the business world, and after paying a visit to your school, I decided I had better cast my lot with the Mountain State Business College, and I have never regretted doing so.

While I did not expect nor was I promised a position upon finishing the course, yet you secured for me in less than a week after graduating, a very nice position. After staying with that concern about a year, I accepted my present position at a greatly increased salary, with the Wehrle Company, the largest Stove Manufacturers in the world, where I have charge of all the stock records. I find the training received at the "Old School" to be invaluable to me.

Yours very truly,
E. L. BUSH.



KANAWHA & MICHIGAN RAILWAY CO.,

Charleston, W. Va.

Mountain State Business College,
Parkersburg, W. Va.

Gentlemen:

I beg to advise, for your information, that I am now employed by the Kanawha & Michigan Railway Company, at Charleston W. Va., in the capacity of Stenographer and clerk for Mr. J. W. Herrold, Agent.

I have on an average of forty letters per day and have the handling of claims in addition to the stenographic work, and I can assure you that it would be a difficult matter for me to handle the work here if it were not for the training received in the above addressed Institution.

Anything you wish to say commendable for the M. S. B. C. will be vouched for by

Yours very truly,
S. W. PICKENS.

I am in receipt of your letter of the 27th to Mr. Griffin, of Johnstown, in reference to three telegraph operators, you can furnish us, and herewith enclose transportation for the first two named in your letter. Please have them report at my office as soon as possible.—JOSEPH RILEY, Division Operator, Connellsville, Penna.

THEY WERE SATISFIED.

Nine out of ten of the students entering the college come through the recommendation of former patrons. Had these former pupils not been satisfied with their instruction and been successful later, they would not advise their friends to take the same course. Neither would they take such pleasure in recommending the school.



BUSINESS LETTER WRITING.

Owing to the great amount of business transacted through correspondence, and the value of the art of writing clear, pointed letters, much attention is given to letter writing. Special care is given to the arrangement of the various parts of the letter—paragraphing, capitalization, punctuation, complimentary closing, and superscribing the envelope. Regular practical drills are given, enforcing brevity, style, clearness, force and expression. These exercises are corrected and returned on the following exercise day, thus allowing the student an opportunity to correct his own mistakes, and by faithful application to become a fluent correspondent.

Every business house is in need of a good letter writer. Every good business man knows that good letters raise the tone of a business house.

The opportunities for the Stenographers, well equipped in this respect, are almost limitless because the average man relies more and more upon such a stenographer. Busy business men want the kind of Stenographer who will be able to write the right kind of a letter from a word or two of suggestion. When he can say to his Stenographer, “Tell Brown that we won’t ship until next week—freight tie-up,” knowing that the Stenographer is able to get out a letter which will be a credit to the firm—\$125 a month is a common salary for such Stenographers.

At the present time we are receiving more calls for stenographers than we have applicants for positions. The demand is far greater than the supply. Have you a number of young men in your school that are willing to come to Pittsburg? We can place them well.—REMINGTON TYPEWRITER CO., Pittsburg, Pa.



FRED M. SWISHER.

THE GRASSELLI CHEMICAL CO.,

Clarksburg, W. Va.

Dear Mr. Sine:

As a graduate of the M. S. B. C. in the Combined Courses, viz: Bookkeeping, Shorthand and Typewriting, it gives me great pleasure to say that I consider the training received at your good school worth many times its cost, and I am always glad to recommend the Mountain State Business College to any one desiring a thorough business training. Had it not been for the training received while attending the M. S. B. C. I could not be holding my present position as Stenographer and Clerk with The Grasselli Chemical Company, at Meadowbrook, W. Va.

Wishing the M. S. B. C. and its efficient corps of teachers continued success, I remain

Very truly yours,
FRED M. SWISHER.

We are in need of the services of a stenographer. Wish you would kindly have some of your students, who have graduated, make application for the position.—J. M. BEMIS & SON, Mfrs. of Spruce, Hemlock and Hardwood Lumber, Bemis, Randolph Co., West Va.

"MOUNTAIN STATE"

PENMANSHIP.

The Penmanship Department of the M. S. B. C. is not excelled by any commercial school anywhere. All the instructors in this department are graduates of the famous Zanerian Art College.

A good handwriting is universally recognized among business men to be an accomplishment of great practical value and importance, as there are few acquirements that form such an important part of the daily life of every business man as a good, plain, rapid handwriting.

There is no pursuit in life that can ignore penmanship. Legible, accurate, rapid business writing is indispensable to the world; without it the records of daily events must be lost, and science, art and literature would be well nigh obliterated.

The demand for good penmen continually increases. They are wanted as teachers, accountants, bookkeepers, entry clerks, etc. Even those who write a fair hand will find it a profitable investment to take a course of lessons with us. We aim to send out our students such thorough penmen that their handwriting will commend them for employment.

Those who fail to acquire a graceful handwriting deny themselves an accomplishment that is of itself a recommendation and a common passport to commercial success. The instruction given in this direction to students in the business course is limited strictly to practical penmanship. Those who have but a few months to spend in the acquisition of a business education are not permitted to attempt ornamental penmanship.

Many of the methods employed in teaching penmanship at the present time encumber the student with a slow, cramp-

ed, drawing style of writing possessing no individuality, and little or no practical value from a business standpoint. In this institution no effort is spared to aid the student in the acquisition of a plain, rapidly executed style of penmanship, devoid of flourish and unnecessary shade. As a means to the accomplishment of this end, thorough drill is given in position, movement and form. A free action of the fore-arm and lightness of touch are insisted upon, and speed in writing is a specialty.

The main thing in teaching writing is to make writers—workmen, if you please—who can go into an office and write letters that the customers of the establishment can read without trouble—neat, clear and clean letters, without terminal superfluities or double-ringed capitals. What is generally known as "artistic" penmanship is all right in its way and has a niche of its own; but business penmanship is the most artistic in the business man's eyes, when it is the plainest and easiest to read.

The penmanship course is one of the strongest features of this institution. The ability to write a neat, legible, business hand is perhaps the very first requirement of a practical business education. Those who do not possess this qualification rarely succeed in business life.

A good handwriting is indispensable to the bookkeeper or correspondent; no other accomplishment save typewriting is of more value to the stenographer. No bookkeeper, be he ever so familiar with the principles of bookkeeping, can attain to his highest possibilities unless he is a good penman. No stenographer, no matter how proficient he may be in writing shorthand or in the use of the type-

writer, can have as wide a range of usefulness or be of as valuable assistance to the employer as he might be, unless he writes a rapid, legible, business hand.

Nothing commands greater interest than writing, if taught in a proper manner. The MOUNTAIN STATE SYSTEM of teaching penmanship imparts a plain, rapid, useful style of handwriting, and allows no time to be wasted on the gaudy, useless, flourished trash so detested by business men.

The old idea that penmen are born and not made, that in order to write well one must be especially endowed by nature, was long ago exploded under our methods of instruction. Any student who is mentally and physically sound, who is willing to follow instructions—AND WORK—can acquire a plain business hand while pursuing a business, shorthand or telegraphic course.

The candidate for employment who writes a good business hand will stand a better chance for high wages than one who is a poor writer. Other things being equal the better penman always gets the position. "Apply in your own handwriting," is the business man's way of finding out what you can do without the trouble of reading your application. By your handwriting he will be able to tell whether you care more for your time than for his and whether you are as competent as you pretend.

No one need hesitate to take a commercial course for fear of his failure in the penmanship requirements.

We are in need of a stenographer. We should like to get a young man, preferably from the country who writes a good hand and one who is willing to do general office work. If you can recommend such to us, we shall be glad to hear from you.—QUINCY COAL CO., Quincy, West Va.

Business Capitals, Small Letters, Figures, etc.,
as taught in the

Mountain State Business College

A B C D E F G H I J K L M

a b c d e f g h i j k l m n o p q

R O P Q R S T U V W X Y Z Company.

1 2 3 4 5 6 7 8 9 0 r s t t u v w x x y z &c 1 2 3 4 5 6 7 8 9 0

Any young man or young woman who masters
beautiful writing is certain of gaining employment
and if otherwise well qualified and efficient will
be rapidly promoted to positions requiring superior
skill and ability

J. H. Hensch.

"IF I KNEW I COULD GET A GOOD POSITION, I WOULD GO TO SCHOOL."

How many gold pieces have you ever found on the street that some one else failed to pick up?

How many people of good morals, plenty of energy, and well qualified for positions have you known to remain unemployed?

If you are of any account, your services are needed; and the business or professional world will never use you as you are, except "as a hewer of wood and drawer of water."

The estimate that one places on himself is usually shown by what he is willing to spend on his education. Is it at BUSINESS that you will make your living? Then, why not prepare for it?

What would you think of a man who had to make his living by chopping wood, but who was too lazy or too silly to grind his axe before beginning?

Do you know of a young man that has some experience and is a good stenographer whom you could recommend to the First National Bank here, and who would be willing to accept a position at about \$75.00 per month? If so, please have him address Mr. W. A. King, Vice-President applying for the position. I have been filling the above mentioned position since coming here in April, and have recently been offered a promotion to another department of the Bank.—H. H. SCHOFIELD, Gulfport, Miss.

Note.—Mr. Schofield is an M. S. B. C. student, and is "making good" for himself and the "Old School," and we predict still greater success for him.

MAIL.

Out-of-town students should have their mail directed in care of the Mountain State Business College. It is delivered three times a day at the College office.



PAUL A. COBB.

WHEELER & MOTTLE MERCANTILE CO.,

St. Joseph, Mo.

Mr. I. P. Mensch,
Parkersburg, W. Va.

Dear Mr. Mensch:

As a former student of the Mountain State Business College, of which you are Principal, having completed the Commercial Course, and given my training a fair trial, I feel qualified to testify as to the merits of the above named Institution.

I have had steady employment since I left the school about eighteen months ago. Had it not been for the thorough training received there, I could not hold my present position. Knowing what the "Old School" has done for me and will do for others, I take pleasure in recommending the M. S. B. C. to any young person desiring a business education.

Wishing you continued success, I am
Very truly yours,
PAUL A. COBB.

SURE OF A POSITION.

When the farmer plants his fields he is not more certain of a good crop than an ambitious young man or woman is sure of a good position when he or she qualifies for it. What would you think of a farmer who refuses to plant because he does not know whether he will raise a good crop? And yet we have known young people to be so lacking in those qualities that win success as to hesitate to qualify, simply because they did not know whether they could get a position. Such faint-heartedness never achieved success in anything.

We sow in hope of reaping, although we cannot be sure of the harvest; we eat to live, though we are never sure of living; we lay our plans for a decade, though we may not live a year. Frequently golden opportunities arise which, for want of preparation, we are unable to seize. Educate to live and succeed. Begin at once, and be ready for the opportunity.

The chances are that we will need a young man the 8th or 10th of September to act in the capacity of stenographer and collection clerk. The bank pays a liberal salary to a young man just starting, and it is an excellent place for him to learn the banking business. Let us know if you have such a young man in your school.—C. A. WRIGHT, Asst. Cashier, Mingo County Bank, Williamson, W. Va.

We have in times past made good use of several of your students. Mr. Douglas is one of them, he is still with the Company. We now could use the services of a good stenographer, one who would be capable of better things later. Would want a man of some experience is possible. If he makes good he can determine his own salary.—WENDLE MARLEY, United Brokerage Company, Clarksburg, West Va.

WE CASH DRAFTS.

We cash checks, Post Office money orders and Express money orders at the College office for our students.

COURSES OF STUDY AND TUITION RATES.

COMMERCIAL COURSE, embracing:
 Bookkeeping (Single and Double Entry)
 Commercial Arithmetic
 Business Correspondence
 Business Grammar
 Business Practice
 Rapid Calculation
 Commercial Law
 Punctuation
 Capitalization
 Corporation Accounting
 Voucher Accounting
 Penmanship
 Practical Spelling
 Adding Machine Practice
 American National Banking.
 COMMERCIAL COURSE, Scholarship, including Diploma upon graduation,\$60.00
 SHORTHAND COURSE, embracing: $\frac{12.00}{72}$
 Business Correspondence
 Shorthand (We teach the Benn Pitman System and use fifty-three (53) standard visible typewriters.)
 Touch Typewriting
 Business Grammar
 Punctuation
 Capitalization
 Practical Spelling
 Actual Business Office Work
 Mimeographing
 Tabulating
 Billing
 Manifoldng
 Copying from Rough Draft
 Penmanship.
 SHORTHAND AND TYPEWRITING COURSE, Scholarship, including Diploma upon graduation,.....\$60.00

COMMERCIAL, SHORTHAND AND TYPEWRITING COURSES, combined, including Diplomas upon graduation,\$100.00
 TELEGRAPHIC COURSE, embracing: Penmanship, Telegraphy, Telegraphic Rules, Elementary Electricity, Morse System, Commercial Work, Advanced Railroad Work, Block Signalling, Technical, Order and Telegraphic Reports, Advanced and Expert Commercial Telegraphy, including Diploma upon graduation,\$60.00
 TELEGRAPHIC COURSE, Scholarship, including Typewriting,\$75.00
 COMMERCIAL COURSE, Scholarship, including Typewriting,\$75.00
 SHORTHAND AND TYPEWRITING COURSE Scholarship, and a Six Weeks' Course in Bookkeeping, Commercial Arithmetic, Commercial Law, Rapid Drill and Penmanship, \$75.00
 HOME STUDY COURSE (Bookkeeping, Shorthand or Penmanship) per month,\$5.00

THE ABOVE RATES ARE PAYABLE IN ADVANCE.

COST OF STATIONERY.

Business Course.....\$12.00
 Shorthand and Typewriting..... 7.00
 Telegraphic Course..... 3.00
 Telegraphy and Typewriting..... 4.00
 Business Course and Typewriting.....13.00
 Shorthand and Typewriting Course, a Six Weeks' Course in Bookkeeping, Commercial Arithmetic, Commercial Law, Rapid Drill and Penmanship,.....14.00

TIME REQUIRED.

The length of time required to complete one or more courses is difficult to determine. There are a number of things upon which the time will depend, namely: educational preparation possessed by the student on entering College, the past experience, work and knowledge of business affairs of the student. The average time for completing the Business Course, four months; Shorthand and Typewriting Course, five months; Telegraphic Course, five months.

BOARDING.

This, to most students, is a very important item, as in any school it is by far the largest count in the cost of getting an education.

Parkersburg is one of the most economical places in the country in which to live. The cost of board in any city varies, according to the means and tastes of individuals; but good board can be had in Parkersburg for from \$3 to \$3.50 per week. This includes, besides meals, furnished lodgings with light, heat, hot and cold water baths, and other conveniences. The President of the School personally assists very out-of-town student in selecting a boarding home where the environments and surroundings are conducive to close application and right living.

Our boarding homes consist of the finest and most cultured families to be found and our students are made by the hospitality of our people, to feel perfectly at home, and in all cases enjoy the best home comforts.

Board is paid weekly, not all at once, as some have thought, and if more convenient, you can have your money sent you as you need it, bringing with you enough to pay for your scholarship and your board until you receive more from home.

"MOUNTAIN STATE"



MRS. ORA WILSON-LORENTZ.

F. P. SEXTON & BRO.,
Buckhannon, W. Va.

Mr. I. P. Mensch, Prin.,
Mountain State Business College,
Parkersburg, W. Va.

Dear Mr. Mensch:

You wish me to set forth the merits of the M. S. B. C. as they appeal to me today? That is a rather hard proposition unless you would allow me one whole page of your Catalogue on which to express my appreciation of the great interest shown in my behalf on the part of all the instructors of this grand old school, especially Messrs. Sine and Mensch, for I was obliged to leave school before completing the course, on account of severe illness, as soon as they found that I had recovered sufficiently they placed me in a good position almost

against my own will, for after being out of school for some time, and leaving before completing the course, I felt my inability to fill the position, but they seemed to think I had more ability than I gave myself credit for, and insisted on me taking the place, which I did, and have been working ever since. Thanks to the M. S. B. C. training.

I have been in the General Insurance Office of F. P. Sexton & Brother, of Buckhannon, W. Va., since March 1, 1910, and like my work just fine, and have reason to believe I am doing the work very satisfactorily.

Before closing I wish to say that I feel quite sure that if any one wishes to take a thorough business course and will go to the M. S. B. C. and do their part they will be well pleased with the results.

They have done more for me than I asked or even expected.

With best wishes for the M. S. B. C. and all associated therewith, I wish to remain

Very sincerely,
MRS. ORA WILSON-LORENTZ.

BALTIMORE AND OHIO RAILROAD COMPANY,
Parkersburg, W. Va.

Mr. A. G. Sine, President,
Mountain State Business College,
Parkersburg, W. Va.

Dear Mr. Sine:

It always affords me pleasure to recommend the Mountain State Business College to my friends and acquaintances, after having myself taken the Commercial and Stenographic Courses in your school. Since having left in 1906 I have been employed steadily by the Baltimore & Ohio Railroad Co. in this city and find the work quite congenial.

Trusting the M. S. B. C. will be as successful in the future it has been in the past, I beg to remain

Yours very cordially,
DELL H. WOLFE.

We are in need of a good stenographer who will be able to do clerical work. We will want a young man who is industrious, of good habits, that can write a good business hand and a correct English letter. Have you a young man in your school that you can recommend?—HUGH SWISHER, Cashier, First National Bank, Sutton, West Va.

GULF & SHIP ISLAND RAILROAD COMPANY,
Gulfport, Miss.

Dear Mr. Sine:

I have your letter of recent date in regard to my securing a position with the B. & O. people. I am pleased to advise you that instead of losing out here I have been transferred to this city and my SALARY INCREASED 80 PER CENT. Will you please send me one of your latest catalogues. I am desirous of keeping in touch with the "Good Old M. S. B. C."

Thanking you kindly for all past favors, and assuring you that I've nothing but pleasant memories of the days spent with you, I remain

Very respectfully yours,
GUY HAMILTON.

Could you send us a young man that is well enough advanced to take a position as assistant bookkeeper and stenographer? If you can would be glad to hear from you and would be glad if you would have the party write us.—SAXON LIME & LUMBER CO., Bluefield, West Va.

A PROUD RECORD.

Our "Faults lean to virtue's side." Students never complain of not being taught enough. When they are critical, it is because they are taught too much; too much pains are taken with them. They would prefer to take things easier; to come in a half an hour or so late; to leave when they feel tired; to study when the spirit moves and not have their social indulgences interrupted by duties. In fact, a few would rather have a good time generally, same as the boys in some other school they know of.

Needless to say we consider all such criticisms as compliments, showing that we try to carry out our contracts; that we are interested in something more than the tuition fee. We want to meet our students in after years, man to man, and be able to say, "WE DID OUR DUTY BY YOU."

EXPENSE COMPARED.

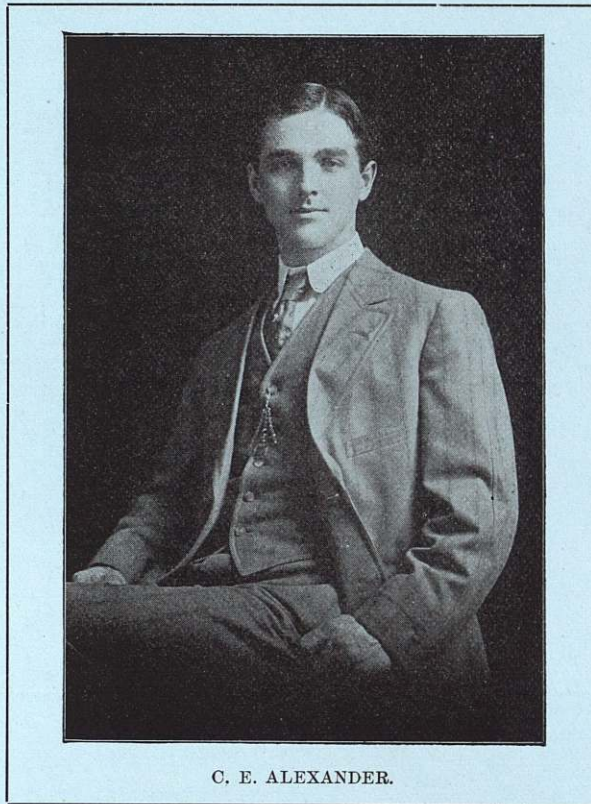
To those who feel that it costs a great deal to take a course of business training, we say, compare the expense of such a course with the expense of any other course you can mention, whether it is medicine, law or a profession of any kind and see where the balance stands. Further, compare the ultimate pecuniary prospects attending the professions with those of well qualified business men. The expense of a thorough Commercial Course is the merest drop in comparison with the ultimate gain therefrom.

Please advise me if you have a bright young man you can recommend for a position in this office. Must write a good hand and be able to use typewriter, and willing to work.—R. B. BERNHEIM, Clerk County Court of McDowell County, Welch, West Va.

ARITHMETIC.

Commercial Arithmetic is a study of great importance. It constitutes the substantial basis of business science and practice. We therefore class it among the foremost branches in our course of study. The instruction is thorough, practical and pleasing, and the latest approved methods are used. Personal instruction is given the student to a great extent. Accuracy, neatness and speed are insisted upon.

The subjects to which special attention is given are Profit and Loss, Trade Discount, Commission and Brokerage, Interest, Partial Payments, Present Worth, Insurance, Equation of Payments, Exchange, Partnership, and many other important subjects. The daily work from the textbook and the large amount of computing required in the Bookkeeping give unlimited practice for the student to become proficient in this study.



C. E. ALEXANDER.

**THE DANA COMPANY,
Wholesale Grocers,
Parkersburg, W. Va.**

Dear Mr. Sine:

Almost six years ago I entered your school, and after a five months' course in Shorthand and Typewriting I was graduated and immediately accepted a position as Stenographer with the firm in whose employ I am still found. I have, however, held several positions with this firm, and my varied experience and success I feel, has been promoted and is largely due to the thorough and efficient training I received while a student at the M. S. B. C.

To every young man or young woman who desires to launch out into the business world, I most heartily recommend a course in your well-equipped school as a starting point in their business career.

C. E. ALEXANDER.

CHURCH PRIVILEGES.

No city in West Virginia affords better church privileges than Parkersburg, and nowhere in the country can there be found a class of people that gives strangers a more cordial welcome and that has the best interests of the young people more at heart than in Parkersburg.

All the leading denominations are represented, and within a few blocks of the M. S. B. C. there are eight beautiful churches of the following denominations: Methodist, Baptist, Presbyterian, United Brethren, Christian, Lutheran, Catholic and Episcopal. All of the churches of the city extend a cordial invitation to our students to attend all of their services.

DEPORTMENT.

Students are expected to conduct themselves as ladies and gentlemen, as they would under the influence of their homes. As we have with us only earnest seekers after business training, we do not treat our pupils as children. Everything is well regulated and conducted in an orderly, decorous, and business-like manner. We believe that self-discipline, properly directed, is the best form of government.

The M. S. B. C. Employment Bureau makes no charge for its services. It only asks that its students give loyal and efficient service to the employer.

Please advise what you can furnish in the way of a stenographer. We are not particular whether it is a young lady or young man, just so they will take an interest in the work for future development. We are about to make a few changes in our clerical end, and one familiar with books would be appreciated.—J. F. SCHWALM, Treas., Virginian Electric and Machine Works, Charleston, West Va.

"MOUNTAIN STATE"

THE COURSE TO CHOOSE.

In selecting a course of study, several things should be taken into consideration—the time you have to devote to your education; the amount of money you can spare for the purpose; the work you expect to take up after completing your studies; your earning capacity after securing a position. All of these should be thought of in making a choice.

This fact, however, should be kept clearly in mind; the greater the preparation and the more thorough and accomplished the student, the greater are his chances for readily securing profitable employment, as the extra time and money necessary to take a combination course is more than made up in increased advantages.

If, after reading a description of the courses in this catalogue, you cannot choose for yourself in this matter, write us, stating your advancement, how much time you can devote to your commercial education, etc., and we will be glad to advise you in a personal letter.

Be wise in time and qualify for an independent occupation. Business is by all odds the best vocation for utilizing your experience and mental talents to profitable advantage.

PAY-ROLL AND TIMEKEEPING WORK.

In view of the increasing demand made upon us by mining, manufacturing, railroad and lumber corporations in this and the adjacent states we have made ample provisions in our Commercial Course to give the student thorough drills in making pay-rolls, keeping timebooks, handling scrip and keeping labor accounts. These drills are given to students without any increase in time or additional cost.



CYRUS R. BURDETTE.

C. C. MARTIN & CO.,
Wholesale Grocers,
Parkersburg, W. Va.

Dear Mr. Sine:

As you are at all times interested in the welfare and progress of your students and graduates, you will no doubt be interested in knowing of my progress since entering the business world. As you are aware, after graduating from your school, I associated myself in a clerical capacity with the large wholesale Grocery firm of C. C. Martin & Co., of this city, with whom I still remain.

During the time of my employment, it is being more deeply impressed upon me than ever that anyone contemplating entering any line of business, should first thoroughly acquaint himself with the principles of business through the facilities of some modernly equipped school for that purpose, and as such, it would appear to me that the "Old M. S. B. C." has few equals, and no superiors.

With kindest regards, I am

Very sincerely yours,

CYRUS R. BURDETTE.

THE BALTIMORE AND OHIO RAILROAD CO.,
Parkersburg, W. Va.

Mr. A. G. Sine,
Pres., Mountain State Business College,
Parkersburg, W. Va.

Dear Sir:

Your letter of recent date at hand and I am glad of this opportunity to say a few words for the Mountain State Business College.

I think it is the best school of its kind in this part of the country and would recommend it to every young man, not only to those that intend to take up clerical work but to every young man no matter what he intends to take up, for it will be a great help to him in anything that he undertakes.

Hoping that your school will continue to be a success as it has been in the past, I remain

Yours very truly,
FRED L. GARTLAN.

Please advise me by return mail whether you can furnish a good stenographer to take my place. I am going to take a position as Chief Clerk in the Train Dispatcher's Office at this point (salary \$80.00 per month) and want to get a good man to fill the position I am vacating. Position will pay \$60.00 per month. Please let me hear from you promptly.—H. H. DYE, Chief Clerk, Train Dispatcher's Office, C. & O. Ry., Huntington, West Va.



MISS STELLA M. BARD,
Stenographer, Pugh & Beevers, Wholesale Grocers,
Elkins, W. Va.

"TO-MORROW NEVER COMES."

How many readers of this paper can honestly say that the word "to-morrow" has not interfered with their lives?

The thing which has no real existence, the day which you will never see, is to-morrow. Yet how often you wait for that day which will never be here!

You should begin some new work and you think you will begin it—tomorrow.

You ought to give up some foolish custom and you think you will do so—to-morrow.

The deadeast of all the nations is Spain and in Spain the national word is "to-morrow."

To-morrow is the soft lounge on which the weak human will lie down to rest.

The power, the dangerous influence of the word to-morrow, is fortunately not a sign of going backward. It is a sign that we are not yet fully developed mentally.

It takes an effort of the brain to say, "I will do it today."

The will, the expression of the soul's intellectual purpose, is the most recently developed feature of the human being and it is often the weakest.

Unfortunately to-morrow controls the mental processes and therefore the processes which are the most important.

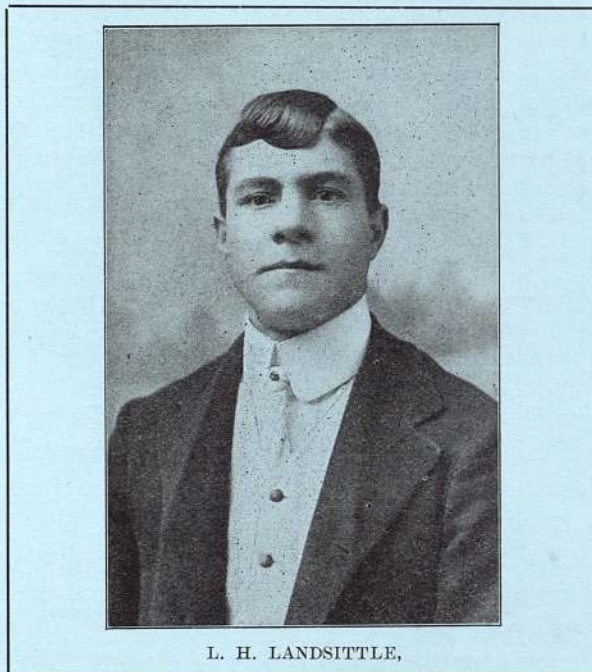
It is hard to reform so we say, "I shall reform tomorrow."

There is no need to spin out into words an analysis of the world-wide "thief of time."

If this picture and what has already been written, can persuade a hundred thousand young men and young women to try to cut tomorrow out of their list of words, a most useful work will have been done.

Take this for a motto: "I shall not think of to-morrow, for to-morrow can never come."

My only possession is to-day and I will do all that I can in it. I will not lull myself to sleep promising myself about a time that will never come. I shall be a man of today."—Chicago American.



L. H. LANDSITTLE,

Office of Nathan Bay Scott, United States Senator,
Washington, D. C.

I will ask you to pardon me for the seeming delay in answering your kind favor of a recent date. At the time I received your communication I was entirely out of photographs of myself. However, I am sending you one today and hope it will reach you in due season. Everything is going "lovely" at this end.

I graduated from your Bookkeeping and Short-hand Departments at the age of eighteen, and while I was quite young to face the business world, yet I had acquired at your school a foundation upon which to build my success in life, and I am perfectly willing that my past record shall answer whether my career has been a success or failure.

L. H. LANDSITTLE.

THE CLEVELAND CASTINGS PATTERN CO.,
Cleveland, Ohio.

Mr. A. G. Sine, Pres.,
Mountain State Business College,
Parkersburg, W. Va.

My dear Mr. Sine:

It is a pleasure to me to acknowledge receipt of your letter of the 18th inst. The success that has always attended the Mountain State Business College and that has come to the many young men and women who have gone out from it into the business world cannot but make you glad.

The big manufacturing concerns throughout the country are finding it more and more difficult to secure a sufficient number of bright, competent young men stenographers and bookkeepers. A large percentage of those who apply for positions fail to come up to requirements.

A mistake that many business colleges make—and it pleases me to know that the M. S. B. C. is not among the number—is sending out pupils before they are thoroughly qualified; or when they are as they say, "as good as the average." The young man who is wanted and who is always sure of employment at a good salary, is the one above the average. In fact, his chances for advancement in any position he secures, increase just in proportion as he is above the average. The field is a big and promising one to bright and ambitious young men.

Thanking you for your many kindnesses, and wishing you ever increasing success, I am

Yours sincerely,

D. G. MILLER.

ERIE RAILROAD COMPANY,
CHICAGO & ERIE RAILROAD,
Office of Superintendent.

Huntington, Ind.

Mr. A. G. Sine, Pres.,
Mountain State Business College,
Parkersburg, W. Va.

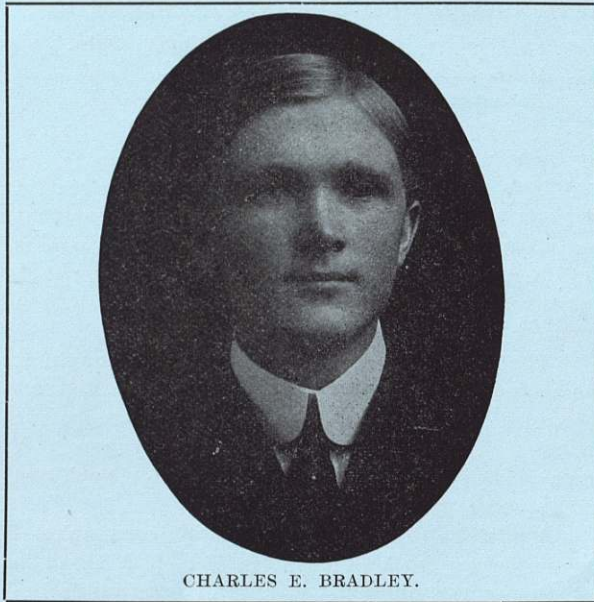
Dear Sir:

I am in receipt of your letter of the 2d inst. addressed to Mr. Moser relative to Operators turned out of your school.

We can use four or five good men, providing they are competent and will pass our regular examination.

E. C. ALLEN,
Superintendent.

"MOUNTAIN STATE"



CHARLES E. BRADLEY.

NORFOLK AND WESTERN RAILWAY CO.
Bluefield, W. Va.

Mr. I. P. Mensch, Prin.,
Parkersburg, W. Va.

Dear Mr. Mensch:

As a graduate of the Mountain State Business College it is a distinct pleasure for me to testify to its many good qualities. I am free to say that I think it the best school of its kind in the country. After completing the Combined Course, the M. S. B. C. Employment Bureau secured me a position with the Monongahela Railway Company, of Brownsville, Pa., which position I filled with perfect satisfaction for four months, at the end of which time I accepted a position as Stenographer with the Norfolk & Western Railway Company, at Bluefield, W. Va., which position I am still filling satisfactorily, because of the excellent training I received while a student at the M. S. B. C.

To any young man or young woman desiring to obtain a good business education, my advice always is, "Go to the Mountain State Business College," where you are sure to receive the best training and the most courteous treatment.

Yours truly,
CHAS. E. BRADLEY.

WALKER & SUMMERFIELD,
Attorneys and Counselors at Law,
Fayetteville, W. Va.

Dear Mr. Sine:

We are in immediate need of a stenographer and would like for you to give us the names of some of your recent graduates whom you can recommend. Only those who have character, industry and a desire to advance or go "higher up" and who have at least a good common school education need apply. We want one who can spell and punctuate correctly, and who knows something about the construction of sentences.

An early reply will be appreciated.

WALKER & SUMMERFIELD.

VISITORS ALWAYS WELCOME.

We are glad to see visitors at the College. Few, who have not already examined the various College Departments, have any distinct idea of the practical workings of our institution and the eminent usefulness of our course of studies.

Our school, to be fully appreciated, must be examined in detail. We, therefore, respectfully invite you to come in at any time at your convenience and see the class of students, observe the industry and interest which is continually manifested, take note of our fine equipment, inspect our practical courses of training, ask questions, and see for yourself. We know where we stand and we realize that seeing is believing.

Persons from the interior, stopping for a few days in our City, will find that a visit to the Mountain State Business College will repay them for their trouble. They need not fear being intruders, even if they neither wish to attend themselves nor have sons to send. The good opinion of the College they will carry with them will amply reward us for our pains.

H. P. MOSS BOOKSTORE CO.,
Parkersburg, W. Va.

Mountain State Business College,
Parkersburg, W. Va.

Gentlemen:

As a graduate of the Mountain State Business College I take great pleasure in recommending it to any one contemplating a business course. I attribute the success of "Mountain State" to the conscientious efforts of its Faculty in their endeavor to equip every student with a practical business training through individual instruction.

Since graduating from the M. S. B. C. I have filled desirable positions and know President Sine to be untiring in his efforts to place the M. S. B. C. graduates in remunerative positions. One cannot select a better school than the M. S. B. C. IT IS THE BEST.

Yours very truly,
MARJORIE C. HARVEY.

WANTED.

There are thousands of intelligent young men and women who have a good common school education, that might, by taking our course in Telegraphy, Bookkeeping, etc., or learning Shorthand and Typewriting, be earning two or three times as much as they do at present, besides gaining a start on the direct road to far greater benefits and successes in the future. The demand upon us for bright, energetic young people who understand these courses of study is greater than we can supply.

"Give me a young man thoroughly equipped with a knowledge of shorthand and bookkeeping in his head, and a typewriter under his arm, and I will put him down in any city in the United States a stranger, and without financial support, and in three days will see him securely seated in some prominent business office, drawing a salary that is ample for his support and for a wife and family as well."

BALTIMORE AND OHIO R. R. COMPANY,
Etna, Penna.

Dear Mr. Sine:



Permit me to thank you for the kindly interest you have taken in me as a graduate of your institution. I have no record of any work or task I ever did that I appreciate more than I do my diploma from the Mountain State Business College. While it meant close application for me during the time I was with you, I have never had occasion to regret it.

Before entering the M. S. B. C. I was earning \$40 per month, and since completing your Telegraphic Course I have never worked for less than \$57.50 per month, and am now receiving \$65.00, with excellent chances for promotion. I feel that whatever success I have achieved in my work as a Telegraph Operator is due entirely to the thorough training received in the Telegraphic Department of the Mountain State Business College.

Wishing you and the "Old Reliable" M. S. B. C. continued success, I am

Yours very cordially,
SAMUEL O. SIX.

We are in the market for a young man stenographer, and desire one that is honest, of good habits, and quick. If you have any one desiring such a position please have him write us fully advising salary he would expect.—JOHN L. DICKINSON, Cashier, The Kanawha Valley Bank, Charleston, West Va.

BAGGAGE.

Upon reaching the city, come direct to the College, which is located only a short distance from the railroad depots. Don't give your checks to transfer men or porters, but bring them to the college.

CHICAGO AND EASTERN ILLINOIS RAILROAD COMPANY,

Danville, Ill.

Mr. A. G. Sine, Pres.,
Mountain State Business College,
Parkersburg, West Va.

Dear Sir:

Replying to your letter of the 9th instant. If you have 4 or 5 young men who are competent telegraphers and who can pass our examination, we will be able to find places for them.

Kindly advise.

Yours truly,
J. C. MINER,
Superintendent.

EL PASO CHAMBER OF COMMERCE,

El Paso, Texas.

Mr. A. G. Sine,
Parkersburg, W. Va.

My dear Mr. Sine:

I often think of you and your work with the deepest appreciation and have intended writing you ever since receiving my appointment as Assistant Secretary of the El Paso Chamber of Commerce last August. You have always seemed interested in my success and I wanted you to know I have not made a complete failure or lowered the reputation of the M. S. B. C.

We recently sent a special representative to Washington to invite President Taft here this fall, and have secured his acceptance of the invitation, of which you no doubt have read. This organization is one of the strongest commercial bodies in the Southwest, having a membership of about five hundred prominent business men.

Thanking you for your interest in my welfare and wishing you continued success in all your work, I am

Very sincerely,
NITA RANSBERGER.

Can you put us in communication with a man that is a good stenographer and would make a general office man? We have an opening for a man whose duties would be the shorthand work, billing coal, etc. If you know of any of your old students that would like to make a change, one that you can recommend to do good work, would like to get in communication with him at once.—RALEIGH COAL & COKE CO., Raleigh, West Va.

Do you want to earn more money, be a bigger factor in business, to assume greater responsibilities, to be worth more to yourself and those you represent?

Face this question squarely, think it over carefully and decide whether a few months devoted to careful and conscientious study of Bookkeeping, Shorthand or Telegraphy at a small outlay is worth the difference between your present salary and the opportunity to double or triple it.

To all who are ambitious and desire progress—the Mountain State Business College, through its courses of instruction offers great opportunities for financial returns and congenial work.

J. N. MURDOCH & CO.,

Parkersburg, W. Va.

I take pleasure in being able to say that I am a graduate of the Mountain State Business College, having completed both the Bookkeeping and Stenographic Courses in that institution, since which time I have been employed either as accountant or stenographer by companies engaged in various lines of business. At the present time I am employed as bookkeeper by J. N. Murdoch & Co., of this city.



I attribute my ability in being able to fill such positions to the efficient instructions which I received while a student in the Mountain State Business College, and I heartily recommend it to any one wishing to acquire a thorough business training.

Very sincerely yours,
ELMER MESENGER.

"MOUNTAIN STATE"

OUR GREATEST ASSET.

The judgment of a discriminative employ- public is the severest test applied to busi- ness college graduates. That our graduates are qualified to meet the requirements is evi- denced by the fact that we are unable to fill more than 60 per cent. of the calls made by the business men of West Virginia and the sur- rounding states. To enjoy the confidence of the public is an invaluable asset to any insti- tution.

**MINNEAPOLIS & ST. LOUIS RAILROAD CO.,
IOWA CENTRAL RAILWAY CO.,
Los Angeles, Calif.**

Dear Mr. Sine:

Replying to your favor of the 14th inst. beg to say that I have no photograph of myself but have written to my sister to send you the one she has, and I will ask you to please return the same to her as soon as it has served its purpose.

I have a very nice position here—Private Sec- retary to the Manager of the above named Railroad Company. Started in at small wage but I was able to show the goods, hence am earning a nice salary now.

With kind regards and best wishes for your success, I am
Very sincerely,
FRANCIS CREEL.

Form 368-Rev.



**Remington Standard Typewriter
Employment Department**

We take pleasure in advising you that we have placed your former pupil, Miss Frances Creel in a position as stenographer and typist.

Dated 11/23/10. Branch Office San Francisco.

Please post this in your diary-room for the information of your pupils.

Remington Typewriter Company.



EARL W. SUMMERS.

**HUTCHINSON COAL COMPANY,
Bridgeport, Ohio.**

Dear Mr. Mensch:

Your letter received and I will say in reply that I am proud of the fact that I was once a student at the M. S. B. C.

Shortly after completing your Commercial Course I accepted a position with the Hutchinson Coal Company, Bridgeport, Ohio, as assistant payroll clerk. I am now head clerk and bookkeeper and receive a good salary.

Accept my thanks for the kind treatment received while at the M. S. B. C. I cannot speak too highly of the "Old Reliable."

Any one wishing to take a business course could not do better than to enroll with the Mountain State Business College.

Very truly,
EARL W. SUMMERS.

**POCAHONTAS COAL COMPANY,
Bluefield, W. Va.**

Mr. A. G. Sine,
President, M. S. B. C.,
Parkersburg, W. Va.

Dear Mr. Sine:

I have your favor of the 13th inst. and take pleasure in answering the same.

I am indeed truly thankful each minute of my life for having taken the business and stenographic courses offered by the Mountain State Business College for when I completed the stenographic course you secured a nice position for me with the Norfolk & Western Railway Company, in this city, which position required a great amount of steno- graphic work, and which gave me plenty of prac- tice and experience.

After receiving two increases in salary, and being promoted twice by the Norfolk & Western Railway Company, I was offered a lucrative steno- graphic and clerical position with the above firm, one of the largest coal sales agencies in the Poca- hontas field.

Would consider it quite an honor to have my photograph appear in the "Mountain State Busi- ness College Journal," but I haven't had a photo- graph of myself made since I was quite a little fellow and am sorry I won't be able to comply with your request for one.

Wishing the "dear old M. S. B. C." all the suc- cess it so truly deserves, I am

Very truly yours,
WM. E. KENNEDY.

OUR LOCATION.

That Parkersburg is a beautiful city no one will deny who will spend a few days in view- ing her business houses, public buildings, pub- lic school buildings, fine hotels, her beautiful and costly homes, and last but not least her law-abiding, industrious citizens. To give an account of the places of interest and pleasure with which Parkersburg is blest, would con- sume time and space we cannot give. Park- ersburg has a population of about 30,000.

NOYES, THOMAS & COMPANY,
Wholesale Dry Goods,
Charleston, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

As a former student of the M. S. B. C. and realizing the great benefit my course of instruction has been to me, I feel in duty bound to say a few words in its behalf.

I enrolled as a student on March 22, 1910, took out a scholarship for a short course in Bookkeeping and Shorthand. I went to work in the Commercial Department and after completing the short course in Bookkeeping I entered the Shorthand Department. Leaving school I went to Charleston and secured employment with Noyes, Thomas & Company, which position I am still filling with success. I feel sure that had it not been for the splendid training I received at your school I would not be able to do the work required of me.

To any one desiring a business education, my advice is to attend the "Old Reliable" M. S. B. C. After completing a course in that school you are able to go out and fight the business world with success.

Wishing you continued success with your well-established work, I am
Yours truly,
OREN PIERSON.

PROSPERITY TIMES.

We are at the eve of a period of great business depression and at the dawn of PROSPERITY TIMES: Railroads are beginning enormous extensions. The installation of the block system on the railroads, and the recent eight-hour law passed by Congress, will lead to an overwhelming demand for thousands of telegraphers within the near future. Now is the time above all others for the young persons of small means and no previous training to enter the well-paying profession of TELEGRAPHY.



WALTER TAYLOR.

THE SECOND NATIONAL BANK
Capital \$156,000.

Parkersburg, W. Va.

Mr. A. G. Sine,
City.

Dear Sir:

In reply to your letter of recent date, I wish to say that I shall always be glad to say a good word in regard to the business training and courteous treatment I received while attending your school. The time that I spent at the M. S. B. C., I consider the most profitable days of my life. You have the opportunity to learn in a few months, that which otherwise would take years to attain. As a high grade commercial school the Mountain State Business College ranks second to none.

Since my graduation about five years ago, I have been employed by the Second National Bank,

of this city, as Individual Bookkeeper. It is pleasant work, with short hours and a good salary.

Thanking you for your many favors, and wishing you all the success due you and your college, believe me to be,

Very cordially yours,
WALTER TAYLOR.

A. G. SINE, Manager
I. P. MENSCH, Asst. Manager

Free Employment Bureau

of the

Mountain State Business College

PARKERSBURG, W. VA.

Maintained for the exclusive benefit of
M. S. B. C. Students and the Employing Public
Bookkeepers, Stenographers, Telegraph Operators and Office Clerks Supplied on
Short Notice.

Local and Long Distance Telephones.

THE NATIONAL SUPPLY COMPANY,
Woodsfield, Ohio.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

After spending six months in your school, I can truthfully say that I received a thorough training in business, etc., which has opened the way for me to the commercial world today.

In my estimation, you have one of the greatest business training schools in this section of the country, and the young man or young woman of this "commercial age" who desires to launch out into the business world can make no better investment of time and money than attending the "Old Reliable" M. S. B. C.

Cordially yours,
OZZIE LEE HULL.

"MOUNTAIN STATE"

BUSINESS TRAINING.

The education given by the Mountain State Business College prepares young men and young women to carry out that Divine command which says, "Thou shalt earn thy bread by the sweat of thy face." By its shorthand and typewriting, good penmanship, spelling, grammar, billing, and letter writing, the service worth of a young man or young woman is increased many fold.

Its practical arithmetic is superior to calculus, in commercial affairs. Its ethical teachings and its laws of business defining contracts, rights and obligations, commercial paper, agency, partnership, corporations, trusts, etc., which govern all transactions of trade throughout the empires of business, are indispensable to every man whatever may be his occupation or profession.

Its Bookkeeping, or accounting work, whose debit and credit laws hold in harmonious revolution the financial values of the world, constitutes an educational crown that should be worn by every man, of every occupation, in every land.

This accounting knowledge is to the business man what knowledge of navigation is to the mariner. He is not a safe navigator who does not, at all times, know the latitude and longitude of his ship. And he is not a safe business man who does not at all times know his debit and credit, his resources and liability, his loss and gain, and his capital or insolvency standing, and it is the special function of the Mountain State Business College to impart this knowledge.

If you have twelve or more young men between eighteen and twenty-three years old who are practical men of the standard of your institution, have them apply to us at once.—REMINGTON TYPEWRITER COMPANY, Pittsburg, Penna.

HAMBLETON LEATHER COMPANY, Hambleton, W. Va.

Dear Mr. Sine:

It affords me great pleasure to be given an opportunity to speak a good word in behalf of the Mountain State Business College. I feel that the thorough training received while a student in its Commercial and Shorthand Departments has been a great advantage to me, in that such training has been the stepping stone to the splendid position I now hold with the Hambleton Leather Company, at a salary of \$100 per month.

I heartily endorse the M. S. B. C. to any one desirous of securing a good business education. Furthermore I would say that the kind and courteous treatment received at the hands of the President and Faculty while a student under their care was a pleasant feature of the Course.

EDWARD J. McDERMOTT.

It is simply folly for any young man or young woman to accept \$3 to \$6 a week as wages when five or six months in the Mountain Business College will enable them to obtain a salary of from \$600.00 to \$1,200.00 a year.

NO EMBARRASSMENT.

Young men and women need not feel afraid that they will be placed in an awkward position on account of having neglected their early education. THERE IS NO ENTRANCE EXAMINATION. Each student works independent of the others and may go back to the very beginning if necessary, and receive individual instruction from patient and capable teachers.



REFERENCES.

The Commercial Agencies, any Bank or Banker in Parkersburg, every business house of importance, any minister of any denomination, any lawyer of this city, any physician, every patron of the school, any student that has ever attended. This simply means that we are willing to have you judge the character of the M. S. B. C. by what others say of us.

"No young lady could have a better safeguard against adversities of fortune, or a better resource in time of need, than a good knowledge of business affairs."—Harriet Beecher Stowe.

CRESCENT GROCERY CO.,

Burnsville, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.
My Dear Mr. Sine:



I can truthfully say that I have already derived a great benefit from my course. I found your college just what it was recommended to be a THOROUGHLY EQUIPPED BUSINESS COLLEGE. Also I found your corps of teachers to be kind and courteous, which made my stay of seven months with you all very pleasant indeed. I often find myself longing to be back at the "Old M. S. B. C."

Thanking you for past favors, I am

Very truly yours,
MYRTLE M. CURRY.

Stenographer Crescent Grocery Co.,
Burnsville, W. Va.

Office of SMITH & BLOXOM,
Seattle, Washington.



I know you will be surprised to hear from me. I am now located in Seattle and have a very fine position as book-keeper for Smith & Bloxom, Wholesale commission Merchants. I am getting \$15.00 per week and will get \$18.00 just as soon as I become thoroughly acquainted with the work.

We live in a cottage right on the banks of Puget Sound. Seattle "looks good to me" and I think I will buy me a little home here and settle down to business.

"TIM" H. ESTEP.

It pays to attend a school whose only object is to enable its students to make their own way in the world.

G. W. NISWANDER & CO.,
Parkersburg, W. Va.

Dear Mr. Sine:

It affords me much pleasure to state that I was a student in the Business Department of your college. After graduation I accepted a position as Bookkeeper for G. W. Niswander & Co., Hardware Dealers, Parkersburg, W. Va., which I still hold. I am well pleased with my employers and work. After being in this Company's employ three months I received an increase in salary. I owe my success as a Bookkeeper to the careful instruction that was given me by the teachers in your school. I regard the time spent in the M. S. B. C. as both pleasant and profitable and heartily commend your school to all who desire a thorough business education.

Yours respectfully,

W. H. REA.

Bookkeeper G. W. Niswander & Co.,
Parkersburg, W. Va.

FIRST NATIONAL BANK,
Racine, Ohio.

Mr. I. P. Mensch, Principal,
Mountain State Business College,
Parkersburg, W. Va.

Dear Mr. Mensch:

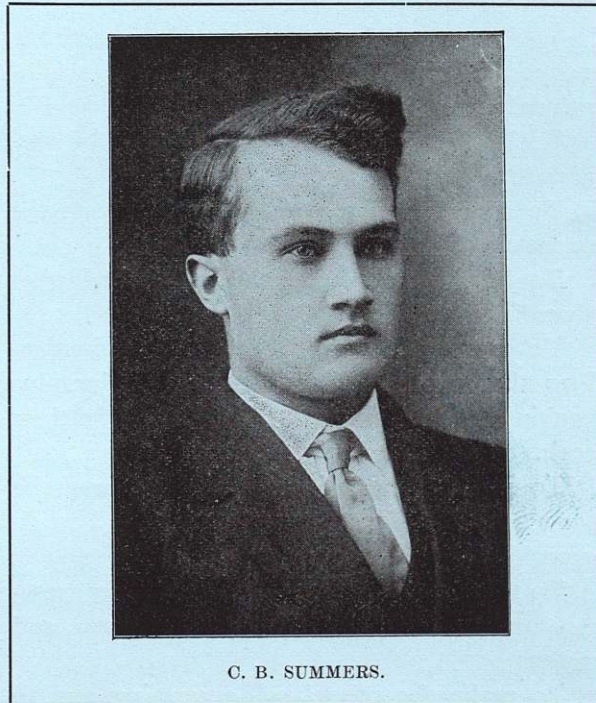
Having completed the Commercial Course in the M. S. B. C. and, through its employment bureau been assisted in securing a good position, it affords me great pleasure to recommend the school to any one desirous of obtaining a first-class business training.

I feel that I owe my present position and the success entirely to the excellent training received in the "Old Reliable" M. S. B. C.

Thanking you and the other members of the faculty for the many kindnesses shown me while a student, I am

Yours very sincerely,

C. B. SUMMERS,
Asst. Cashier.



C. B. SUMMERS.

RED JACKET CONSOLIDATED COAL & COKE
COMPANY,

Red Jacket, W. Va.



Business training acquired at an up-to-date institution, which the Mountain State Business College certainly is, gives to one an advantage in securing a position of responsibility and trust. I attribute my success to the thorough business training received at the M. S. B. C.

My knowledge of the Mountain State Business College and personal acquaintance with its President allows me to highly recommend it and him.

Respectfully,
JAS. N. WHITE.

REMINGTON TYPEWRITER COMPANY,
Pittsburg Office.
Pittsburg, Pa.

Mr. A. G. Sine,
Mountain State Business College,
Parkersburg, West Va.

Dear Mr. Sine:

Mrs. Snyder presented your letter of the 4th inst. and it gave us great pleasure to hear from you and to extend to her the service that you desired. We are very glad to be able to advise you that we have secured her a position with the Union Electric Company, 31 Terminal Warehouse, Carson St., South Side, Pittsburg, at a salary of \$45.00 per month to start.

Yours very truly,

REMINGTON TYPEWRITER COMPANY.

We now have a position for a practical stenographer and bookkeeper, and shall be glad to hear from you by return mail, or wire, if you have a party that is open for such a position. We desire a man with some experience in both branches and to the proper person there is an excellent chance for promotion.—
GULFPORT TOWING CO., Gulfport, Miss.

"MOUNTAIN STATE"



JOHN F. MOORE.

MANITOBA COAL COMPANY,
General Offices,
Fairmont, W. Va.

Dear Mr. Sine:

I arrived at my destination June 7, and after looking around the mines and surrounding country, accompanied by Mr. Hamill, my Superintendent, I assumed the responsibilities of my new work. I am getting along very nicely and my work is meeting with approval by the Company.

My work is general, including bookkeeping, stenography, and all work included in pay-roll accounts for two companies. I feel sure I am able to hold my position and believe in giving credit to whom credit is due; and in this case the "Old Reliable" M. S. B. C. is credited with the ability that I possess as a business amanuensis. I believe the M. S. B. C. is everything you claim it to be, and believe it to be one of the best, if not the

best, Commercial School in this part of the country. I would advise any young man or young woman, who is contemplating taking a business course, to not enter school anywhere until they have given the Mountain State Business College a thorough consideration, and I believe they will enroll there.

I am employed by the Manitoba Coal Company, Ethel, W. Va., at a salary of \$50.00 a month, a furnished room, and all my clothing at cost. I believe in time I will have a position that will pay a good salary if I continue with them.

Give Mr. Mensch and all the Faculty my best wishes for their good health and abundant success. I hope the school will keep up her usual high standing and grow to be one of the largest and best in this country.

Sincerely yours,
JOHN F. MOORE.

OUR PLATFORM.

To be a live school and to impart to our students a zeal to do and be something.

To be progressive, to use modern methods and equipments, but reject all worthless educational fads.

To let the reputation of the school be sustained by real merit.

To seek the patronage of the public to the extent we deserve it.

To fight against ignorance, and for higher education.

To co-operate with all educational institutions that do honest, thorough, conscientious teaching, and to bid them a God-speed in their work.

To instil in the minds of our students the great truth that every person is created to do something, to be something.

To teach our students the power of earnestness and to warn them against all show and pretense.

To make the school self-governing and to

create a high moral sentiment among the pupils.

To lead the student to understand that a broad and liberal education is essential to the highest degree of success in any profession, and that unless he has a purpose in life and is willing to pursue it closely and courageously he will fail.

To lead the student to see that success depends mainly upon his own effort, and that he must discover the man in himself to become a being of great power and influence.

To do with all our might the duties at our hand, and to ignore the petty criticisms of the envious.

NEBRASKA DIVISION, ROCK ISLAND RAILROAD
Fairbury, Neb.

Mr. A. G. Sine,
Parkersburg, West Va.

Dear Sir:

I have your letter of Sept. 7th in regard to employment of operators on this division.

We are continually in need of good telegraphers and should any of your men desire to come out in this country and advise me when they come and have had plenty of railroad experience, I would be glad to put them to work.

Yours truly,
C. L. BROWN, Supt.

"I wish it were possible to give every young man who is going to take charge of a farm or factory, or a mechanical establishment of any kind, the elements of a business education; for I am sure that the country suffers, its industry suffers, its prosperity is much less than it would be if every young man, and young woman, too, were initiated into the methods and rules of business. There is no farmer in the country who would not be a better farmer today if he had a good business education. WE HAVE A THOUSAND WANTS WHICH A THOROUGH BUSINESS EDUCATION WILL AID US TO SATISFY."—Horace Greeley.

IRREGULARITIES IN ATTENDANCE.

Irregularities in attendance cannot and will not be permitted. Students must be prompt and punctual if they wish to enjoy the privileges of our school. Since irregularities in this direction not only defeat the purpose for which the student enters the institution, but also tend very largely to interfere with the success of the classroom, and thereby depriving others of their rights and privileges, such conduct on the part of the student cannot and will not be tolerated. Two of the most prominent characteristics of a successful business man are his habits of regularity and punctuality, and, therefore, the formation of these habits cannot be too seriously insisted upon.

What have you in the way of a stenographer who would be competent to do clerical work in a bank besides stenographic work? We want a young man of good standing and fairly good education.—H. B. LEWIS, Cashier, Kanawha Banking and Trust Co., Charleston, West Va.

**STAR GROCER COMPANY,
Parkersburg, W. Va.**

Dear Mr. Sine:

I am at present employed by the Star Grocer Company in the capacity of Assitant Bookkeeper—a position that I could not fill were it not for the excellent business training I received at the "Old Reliable" M. S. B. C. No matter what occupation you may wish to follow, the best investment you can make is to spend a few months' time in pursuing a Course in the "Mountain State." In the management of this institution you will find men of unquestioned business and instructive ability. The rules governing the students in the M. S. B. C. are very similar to those governing the employees in a modern business office.

I shall always regard my stay at the M. S. B. C. as one of the most important epochs of my life.

Yours very truly,
EMMETT R. KING.

**WEST VIRGINIA CENTRAL GAS COMPANY,
BELINGTON DIVISION,**

Belington, W. Va.

Mr. A. G. Sine, President,
Parkersburg, W. Va.

Dear Sir:



Since graduating from your Commercial Department about three years ago, I have not written you as to my location and my work, and for which neglect I feel conscientiously guilty, for I am certainly indebted to the M. S. B. C. for whatever success I have achieved.

Upon my graduation you recommended me to a bookkeeping position with the West Virginia Central Gas Company at Elkins, which paid, to start with, \$50, and within a short time increased to \$60, and at which salary I worked until they promoted me to position as Superintendent of their plant at Belington. This pays \$75 per month and promises an increase after a short time.

I certainly appreciate the interest taken by the school in its students, and also the way I was taken care of by you upon graduation. It has afforded me a great pleasure at many times to speak a good word for the M. S. B. C.

Yours very truly,
C. ROSS KIDDER.

THANKS! THANKS! THANKS!

We wish to thank our friends and patrons for their encouragement and support and we are particularly grateful for the uniform words of kindness and appreciation spoken of us by the great body of pupils that have passed out from our school to their various vocations, thus materially aiding THIS COLLEGE in reaching its present high prestige.

**PERLEY & CROCKETT LUMBER COMPANY,
Lanesville, W. Va.**

Dear Mr. Sine:

I am in receipt of your letter of inquiry to Mr. Manion, asking him to advise you of my present location, so I will give you the desired information.

I am with the Perley & Crockett Lumber Company, of Jennings town, W. Va., but am located at Lanesville, ten miles above Jennings town, looking after another job for the Company. I am receiving \$125 per month for my services, at present, and am very well satisfied.

I will always have a warm spot in my heart for the Mountain State Business College, and assure you that anyone having completed a full course at your college will be fully equipped for any business position which they may accept.

I wish to thank you for all the kindnesses and courtesies shown while in school and since completing the course.

Yours truly,
J. L. DABNEY.

I want to get a young man that is a first-class Stenographer and is willing to put in his extra time as Assistant Bookkeeper. I want a man that is strictly sober, of good moral character and not afraid of work. Can you help us out in this respect? Kindly advise and oblige.—JAMES COLLINS, Gen'l Supt., Thacker Coal & Coke Co., Thacker Mines, West Va.

THERE'S A REASON.

Why do business men when looking for a bookkeeper, stenographer or office assistant almost invariably call upon the Mountain State Business College? There's a reason for it, and the reason is not far to seek. Business men of West Virginia have learned by experience that the M. S. B. C. graduate is better qualified, can do better work and more of it, is more intelligent and attentive to duty than any other. They want the best service that can be had, and naturally they call on us for they know they will get the best.

"MOUNTAIN STATE"

A SURE WAY TO GET INTO THE BEST POSITIONS.

The sure way to become the manager of a business is to get a position where you can show your ability to handle correspondence on your own account. The stenographer or book-keeper gets closer to the manager or proprietor of a business than any other employee. If he or she has the business instinct or can develop any real business ability, there is the finest opportunity in the world to get into a responsible and confidential position.

It will require but little investigation to learn that if you wish a desirable position, you must have a business education. Business houses want the most skillful and accurate clerical assistants obtainable.

Well trained stenographers, accountants and telegraph operators are constantly in demand. If you have a complete mastery of any of these professions you will have no difficulty in securing profitable and pleasant employment, and the opportunities for advancement are practically unlimited.

Firms and corporations find it difficult to secure persons competent to fill the highest positions. The better you are qualified at the start, the sooner promotion follows.

We pride ourselves on the fact that we have had twenty-three years' experience in the sole business of providing salary-raising training, and in this time more than twelve thousand (12,000) students have pursued our courses successfully. Will you join this army of success? Do you really want to secure a good salary? If so, enroll for a business training course in the Mountain State Business College.



LEWIS MILAM.

GENERAL ELECTRIC COMPANY, Schenectady, N. Y.

Dear Mr. Sine:

It affords me no small amount of pleasure, I assure you, to be presented with this opportunity of saying a few words in behalf of the M. S. B. C.

After taking the Commercial and Stenographic Courses at the Mountain State Business College I accepted a position with the General Electric Company, Schenectady, New York, as stenographer and clerk. I never regretted the time and money spent while taking the courses, and to all ambitious young men and young women, wishing to enter the Business World, I most heartily recommend the Combined Course at the M. S. B. C., as the best starting point.

Very sincerely yours,

LEWIS MILAM.

SUCCESS DUE TO SHORTHAND.

Edward A. Bok, who is known to fame as the editor of the Ladies Home Journal, is one of the many who ascribe their success in life to the fact that they have studied the branches taught in a business training school. Mr. Bok relates that he was told by his employer, while he was still a mere lad, that if he would study stenography his salary would be doubled. He immediately went to work and in a short time was taking letters from dictation.

From the beginning he successively graduated through several positions, each position being obtained because of his knowledge of stenography, and in every case he received a larger salary. "I am free to say that the knowledge of stenography proved a free stepping stone to me in my business progress and I find it equally useful now in making memoranda or in doing editorial work when I employ stenography as a means of getting the spontaneity of thought more accurately than if I were to use long hand," says Mr. Bok.

Continuing, he says, "The value of shorthand to young men is that it is apt to place them very often in a position of confidence, and brings them into direct contact with their employers; thus giving them an insight into the inner workings of a business which they could scarcely obtain in any other way."

NEGLECTED EDUCATION.

No one need hesitate to enter the college on account of neglected education or advanced age. All embarrassments are carefully avoided. Instruction is largely individual. Scores of backward pupils enter every year, who, by our methods, easily bring up their qualifications to the necessary standard for a successful business life.



Photo. by Blatz.

ANNUAL PICNIC
Mountain State Business College
Blennerhassett Island, June 9, 1911.

"MOUNTAIN STATE"

THE M. S. B. C. FACULTY.

A business college may be judged in direct proportion to the character, efficiency, and force of the teachers composing its Faculty. No school can hope to attain success and give satisfaction to its students unless it has an adequate corps of experienced, capable instructors, specialists along certain lines, full of enthusiasm and competent to instil into pupils not only a business training but those traits and habits most desirable to an employer. The

success of the M. S. B. C. in the past has been due directly to the energy and untiring efforts of our teachers. In the selection of our staff only the ablest and most proficient have been chosen. Weekly conferences of teachers are held to develop the best ways of coping with new circumstances and emergencies. This system of organization insures to each student the special instruction necessary to remedy weaknesses in his work and permits a constant supervision over his standing.



A GROUP OF M. S. B. C. TELEGRAPH STUDENTS.

THE UNION PACIFIC RAILROAD, Hershey, Nebraska.

Mr. A. G. Sine, President,
Mountain State Business College,
Parkersburg, West Virginia.

Dear Mr. Sine:

I am now located at Hershey, Nebraska, with the Union Pacific Railroad Company, as Telegraph Operator. This position pays \$77.50 per month, with excellent chances for promotion.

I wish to thank you for what you have done for me, and assure you that I shall always remember the "Old Reliable" Mountain State.

I want to say to my friends, or to whom it may concern, that I feel convinced from past experience, that any one entering the "Mountain State" will make no mistake, but will soon regret that they did not enter sooner, as they are soon in line for a position.

Believing the M. S. B. C. to be the best business college anywhere, and wishing it the success it so richly deserves, I am

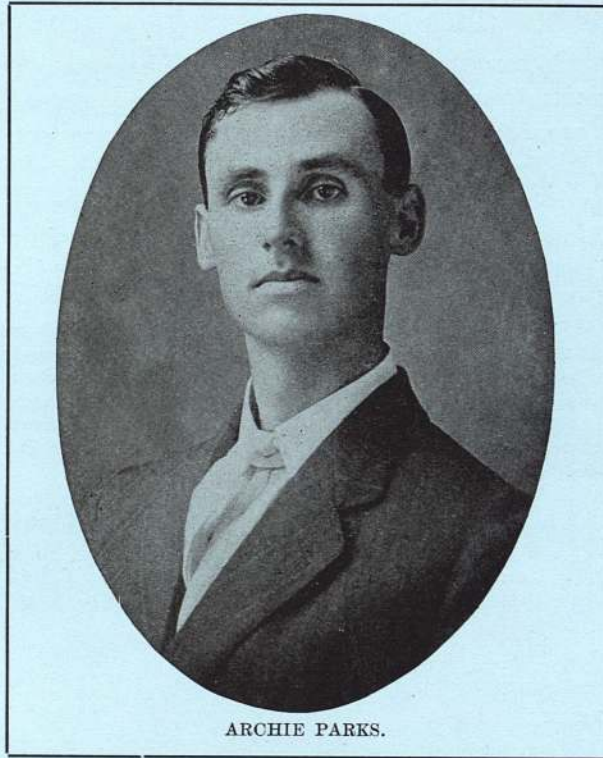
Yours very truly,
ROY ERNEST PEPPER.

It isn't a question whether it is profitable to learn Stenography, Bookkeeping or Telegraphy; that question is settled by the fact that we have placed thousands of students in positions at salaries ranging from \$8.00 to \$35.00 per week.

We are seeking the services of a competent bookkeeper and write to inquire if you can send us such a party? We have a splendid opening for the right kind of a young man. The place will pay \$60.00 a month as a starter. Please let us hear from you stating what material you have at your command.—WEST UNION GROCERY CO., West Union, West Va.



ROY E. PEPPER.



ARCHIE PARKS.

THE PARKERSBURG IRON AND STEEL COMPANY,
Manufacturers of
SHEET IRON AND SHEET STEEL,
Parkersburg Blue.
Parkersburg, W. Va.

Dear Mr. Sine:

As a former student of the Mountain State Business College, I am truly glad to have the opportunity to say something of what your school has done for me.

Before entering your school I was a teacher in the rural districts of Ohio, at a very small salary with employment about six or eight months out of the year. After pursuing your Business Course for a short time you secured a nice position for me as clerk and bookkeeper for the Parkersburg Iron and Steel Company, of this city.

To all young men and women who are expecting to step out into the business world, I would say, first attend the Mountain State Business College,

an Institution that I can conscientiously recommend to all those who desire to obtain a good practical business education.

Thanking you for past favors, and wishing your school all the success it so richly deserves, I am

Very truly yours,
ARCHIE PARKS.

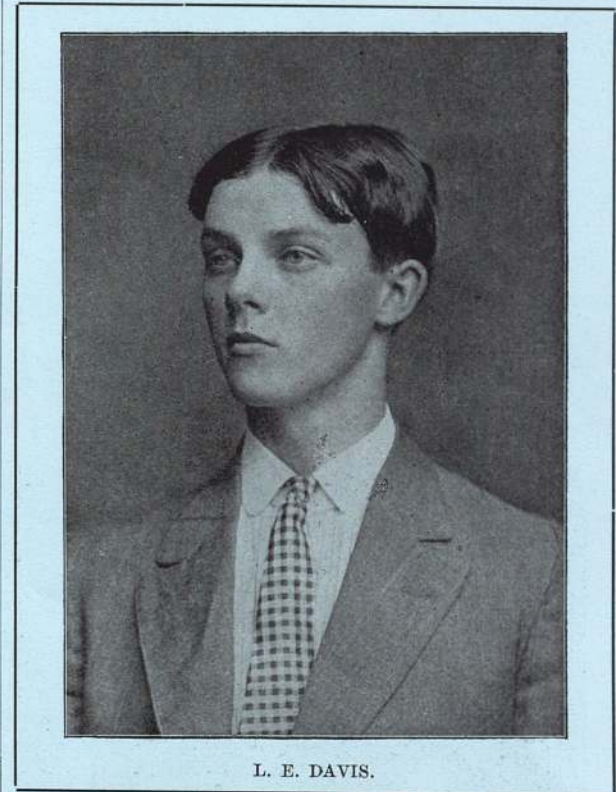
THE DIFFERENCE IN THE USE OF AN EDUCATION.

A young man may take a course in a medical college and after he graduates discover that he is not cut out for a doctor; he may complete a course in a law school, but, having no talent along that line, may not follow the profession; he may graduate from a theological seminary, prove a failure as a preacher, and then engage in something else; he may go to an agricultural college but never become a farmer nor work on a farm. A person may spend years of hard study along these lines and his time, labor, and money may, in a measure, be wasted because he can get through life without practicing medicine or law, without preaching a sermon or working on a farm. But he

CAN NOT GO THROUGH LIFE

without having business relations with his fellow men. Whether he works for himself or for someone else, he must transact business, however simple. He must buy and sell something—goods, labor, etc., or he can not live. A professional education may or may not be used, but a business education is and always must be. That is the difference in the use of an education.

What have you in the way of a good lady stenographer (not too young nor too old) and one that is as good as Miss Chase was when she came to my office? I want one as good as she. Please let me hear from you at once.—JOHN F. BARRON, Attorney, St. Marys, West Va.



L. E. DAVIS.

COAL & COKE RAILWAY COMPANY,
Gassaway, W. Va.

Dear Mr. Sine:

I have always had a desire to do office work, but before I could do this I found that I must have some special training along that line of business. After considering a number of colleges I finally decided to attend the "Old Reliable M. S. B. C." I am proud of my choice and don't think I could have found a better one if I had considered them all. After sixteen weeks diligent study I received my diploma from the Commercial Department, and whenever I was ready to accept it I found a position waiting for me which pays a neat salary. I feel that I could not do the work that I am if it had not been for the careful training received while in your school.

I wish to thank you and your able corps of instructors for the interest taken in me.

L. E. DAVIS.

"MOUNTAIN STATE"

RATES OF TUITION.

Our first care has been to provide the very best to be had in the line of a Business, Shorthand or Telegraphic Education. We also aim to place our advantages within reach of all. If the grade of our work is taken into consideration our rates of tuition will be found as low as the lowest. Cheap tuition combined with extravagant promises is expensive at any price. Buying tuition is not like buying any other commodity. Education is for life. If a suit of clothes or a dress to be worn the rest of life were to be purchased, how much care would be taken to get the very best. You buy your schooling but once in life and a few dollars more or less is of little consequence. Particularly is this true when selecting a business school, as the business college is a finishing school. See that you attend the best.

AN INVITATION.

A cordial invitation is extended to the public and especially those interested in education to visit the College and examine the work in the different departments. A complete description of the College rooms, facilities and equipments and a full explanation of the extent of the work cannot here be given, and but a vague idea can be formed of the reality without a personal inspection.

To realize fully the extent of the work of the College, it is necessary to see the different departments in active operation and have the work shown and explained. We are at all times pleased to receive visitors, to acquaint them with the details of the work and to show them through the College departments.

Good judgment is required in choosing a school. To select the M. S. B. C. is to use good judgment. This school will meet your every demand.

WHEN THE BOSS "WANTS TO KNOW."

When the boss consults you on some important matter you don't have to "guess," "suppose," "think," or believe," but you can tell him instantly what he wants to know if you have the training such as the Mountain State Business College can impart to you in a few months.

We have a vacancy at Fairmont paying a salary of \$57.50 per month. Please advise if you have a man who could fill this position and if you have such a man, will furnish him transportation from Parkersburg to Fairmont.—U. B. WILLIAMS, Superintendent, Monongah Division, B. & O. R. R. Co., Grafton, West Va.

THE COX LUMBER CO.,

Mill Creek, W. Va.

Mountain State Business College,
Parkersburg, W. Va.

Gentlemen:

As a former student of your school and fully appreciating the methods and principles practiced for the advancement of its students, I consider it a pleasure to highly recommend it to any one desirous of obtaining a good business education.



A short time after leaving your school I secured a position with a lumber dealer and have now held that position for eighteen months.

With best wishes for the M. S. B. C., I am

Very truly yours,
RUSSELL WILLIAMS.

My brother, Mr. G. S. Perdue, Vice-President, Portsmouth Granite Brick Company, Firebrick, Kentucky, writes me that he is in need of a stenographer and bookkeeper. Prefers one who has had some experience. Have you a man whom you could recommend for the position?—L. S. PURDUE, Cherry River Boom & Lumber Co., Camden-on-Gauley, W. Va.



W. B. ROBINSON.

COAL & COKE RAILWAY COMPANY,
Harding, W. Va.

Dear Mr. Sine:

I have your letter of June 28th asking of my whereabouts and will thank you many times not only for this but for the most excellent training I received while a student in the Telegraphic Department of the M. S. B. C. I feel that whatever success I have thus far achieved is due entirely to the thorough training given in your school.

My candid opinion is that not a better school can be found anywhere.

Wishing you and your school the success which you so richly deserve.

W. B. ROBINSON.



G. T. LOCKE.

**THE VITROLITE COMPANY,
Parkersburg, W. Va.**

Dear Mr. Sine:

It is always a pleasure to speak a word of praise for the M. S. B. C. for I feel that I am one of a large number of individuals who have been greatly benefitted by your school.

It is absolutely essential for one who hopes to succeed in the business world to have not only a good general knowledge but a careful technical training in modern business methods, and there is certainly no place where such training can be more easily acquired than in such a school as the Mountain State Business College where not only the most modern equipments are used, but where individual instruction is given by a corps of efficient up-to-date teachers.

I have never for a minute regretted the time

or money spent in taking the Commercial Course in your school, and am now holding a good position with one of the leading manufacturing concerns of this city, where my chances for promotion are good.

To any young man or young woman contemplating a business career my advice would be, prepare yourself for a good position by entering the M. S. B. C. where, if you are willing to work, the faculty and teachers will combine to make your time in school both pleasant and profitable.

G. T. LOCKE.

YOUR START IN LIFE.

Do you realize the importance of this—"Your start in life?" To be successful you must make a good start in the right way. The practical knowledge and training secured from the various courses of instruction in Business Training, Corporation Accounting, Banking, Shorthand, Typewriting, and Telegraphy, as taught by the Mountain State Business College, will equip you to hold a responsible position and command a good salary. There is only one way for you to improve yourself for success, and that is by your own efforts—and remember that no one will push you along unless you do it yourself. Every one is busy on his own account, and you must do the same or else be forced to the rear.

If you want to secure a responsible position and command a good salary, a course in the Mountain State Business College is your opportunity. We have had twenty-three years' experience in the sole business of providing salary-raising training. More than 12,000 students have pursued our courses successfully. **WILL YOU JOIN THIS ARMY OF SUCCESS?** Do you really want to secure a better position—one in which you can command a better salary, and to get out of the incompetent class?



ROY A. COOLEY.

Parkersburg, W. Va.

Dear Mr. Sine:

As a former student and graduate of your school it affords me great pleasure in recommending the M. S. B. C. to any young man or young lady who is desirous of obtaining a business education.

As you are aware, after graduating from your school, I secured a position with Mr. R. E. Bills, one of the prominent attorneys of this city, and in whose employ I still remain. I am sure that the training and knowledge acquired at your school has been of inestimable value to me both in securing my position and in enabling me to hold the same, and I would advise any young man or young lady contemplating entering into a business life to attend your school before doing so. The knowledge and actual practice acquired there is of such a character that it enables one to go directly from the school room to a well-paying position.

ROY A. COOLEY.

“MOUNTAIN STATE”

SOUTHSIDE FOUNDRY AND MACHINE WORKS,

Charleston, W. Va.

Mountain State Business College,
Parkersburg, W. Va.

Dear School:

I find it not at all a difficult matter to comply with your request of yesterday, as it is a comparatively easy task to say any number of good things about the M. S. B. C.

I left school in August, 1908, to accept a position with The Shattuck & Jackson Co., Parkersburg, W. Va., which position was secured for me by Mr. Sine. I resigned my position there in September, 1909, to accept the position I now hold with The South Side Foundry & Machine Works of this City.

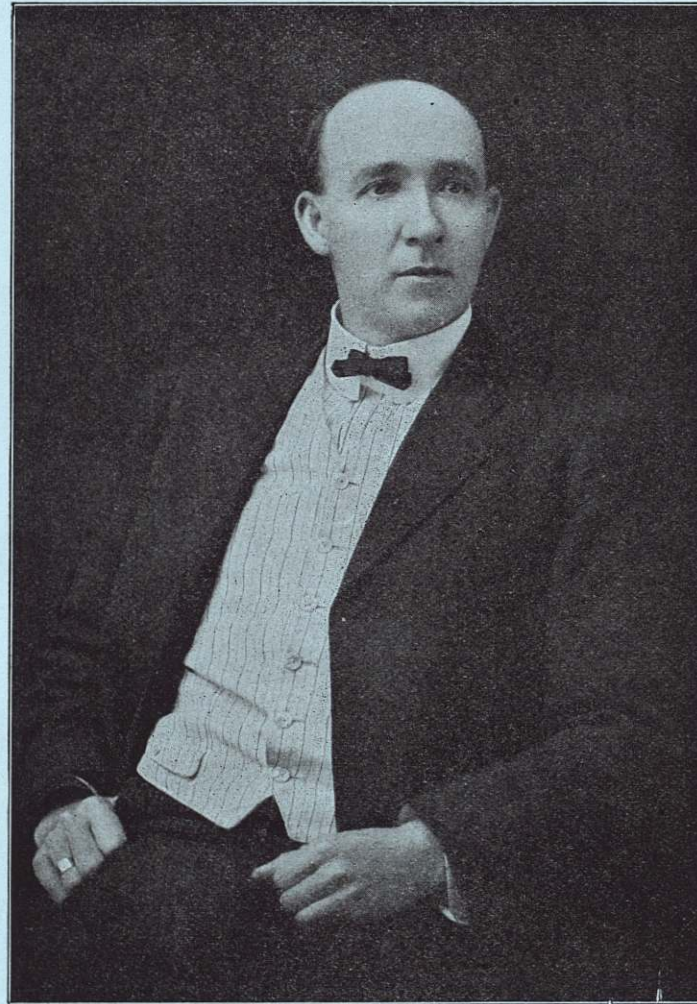
There are a great many former students from the M. S. B. C. holding fine positions in this City, and with the Coal and Coke Companies in near-by towns, and I keep in touch with some twelve or fifteen of my classmates, but have completely lost track of several of the “Old Guard.”

As a graduate of the Mountain State Business College, and one who has had practical experience in the lines taught by them, I feel at liberty and take great pleasure in recommending their school and methods, in full, to any one who contemplates taking a business course.

Very truly yours,
DEAN REED.

TIME TO COMPLETE COURSE.

The only promise the Mountain State Business College can make, with regard to the time required to complete any branch or course taught in the institution, is that each student may advance as rapidly as the different branches taken can be mastered, regardless of the progress of anyone else.



A. B. MOORE,
Official Court Reporter, West Union, W. Va.

The one and only condition imposed is **thorough work.** Our methods of instruction are modern and up-to-date, our teachers are capable and experienced, our facilities are the very best. For these reasons a willing student can make both rapid progress and advancement in all studies pursued. What more will any reasonable person ask? What more will any responsible school promise?

WEST VIRGINIA PULP AND PAPER COMPANY,

Piedmont, W. Va.

Mr. A. G. Sine,
Parkersburg, W. Va.

Dear Mr. Sine:

Your letter of the 14th inst., received. I regret very much my inability to comply with your request to send you one of my cabinet photographs, for I have none on hand.

I shall always, Mr. Sine, find a warm place in my heart for the old M. S. B. C., not alone for what was taught me there, which gave me a good start in life, but also for the pleasant associations formed while there.

A young man or woman wishing to enter the business world, and desiring success, will never make a mistake by enrolling as a student in the Mountain State Business College.

I shall always remember with pleasure your kindly courtesy and gentlemanly treatment of the writer while a student in your school.

Kindly accept, Mr. Sine, my sincere well wishes for your continued success and happiness.

Yours very truly,
THOS. J. HAYWOOD.

BUSINESS IS KING.

One-half of the college graduates, at the present time, enter business. Not very long ago half the college graduates studied law.

It was considered the proper thing then to go into one of the learned professions. It took greater courage, then, for a boy to announce in college that he would enter a business career. Half a century ago going into business was not a very attractive proposition; but the new civilization, the enormous commercial development of our country, has made business king; and glittering prizes are held up everywhere in business lines.



C. A. BYUS.

**DRY FORK PLANING MILL COMPANY,
War, West Va.**

My dear Mr. Sine:

As a former student of the M. S. B. C. I wish to say a few words in behalf of the "Old Reliable."

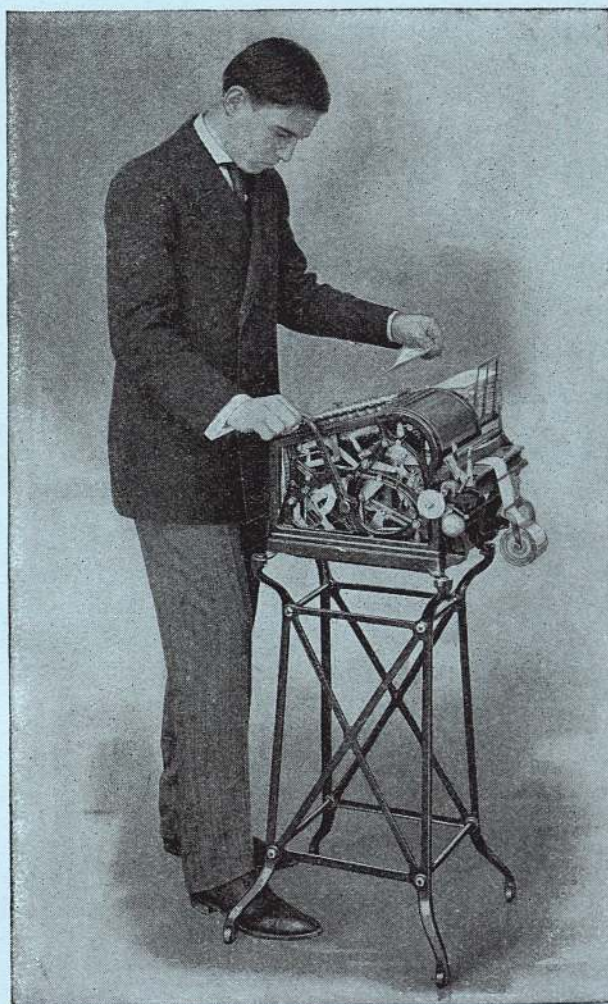
After completing the Combined Courses of Bookkeeping, Shorthand and Typewriting, I have been able to secure a desirable position through the aid of the M. S. B. C. Employment Bureau, as Stenographer and Assistant Bookkeeper for both the Dry Fork Planing Mill Company and the Forest Lumber Company of this place. I believe that I will be able to "make good" with these companies because of the training received in your school.

I have nothing but the warmest feeling of gratitude for the President and teachers of the M. S. B. C., and it has been and will remain a pleasure for me to speak words of praise for the school that has done so much for me. As a school of quality I do not think I err in saying it has no superior in the entire Ohio Valley. For the idler

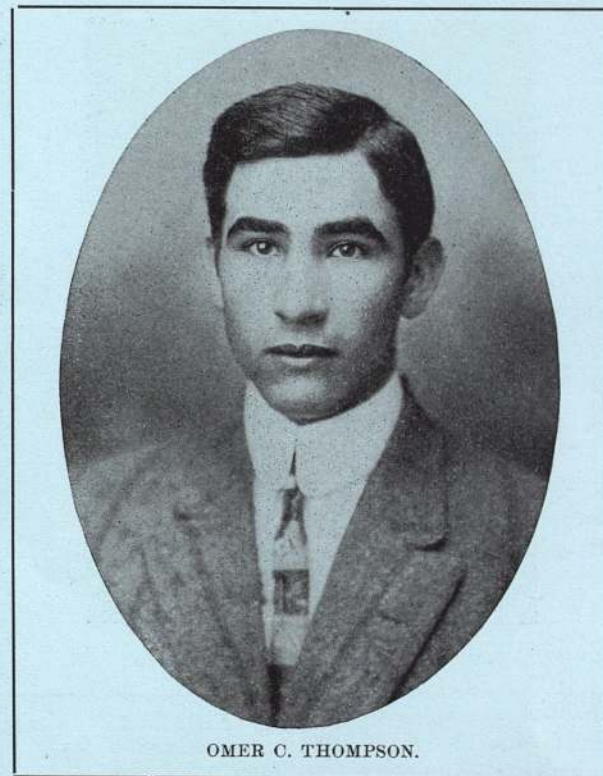
it has no place, but for the young man and young woman with vim and ambition it offers an investment that will pay dividends for life. No young person desiring a business education can make any mistake by attending the Mountain State Business College—the school that never loses sight of its students. I attended the M. S. B. C. because of its reputation and have never had cause to regret the time and money spent with them.

Very truly yours,

C. A. BYUS.



ADDING MACHINE PRACTICE.



OMER C. THOMPSON.

**L. L. BENNETT, HANDLE & LUMBER MFR.,
Belington, W. Va.**

Dear Mr. Sine:

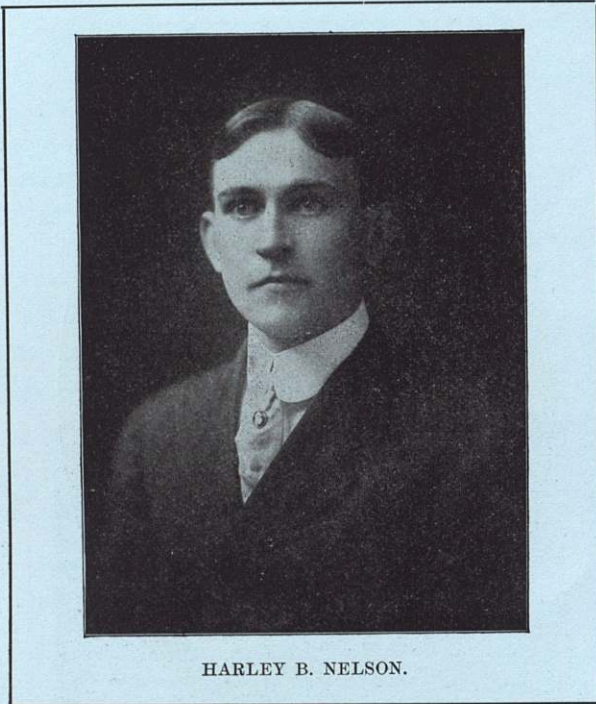
I am employed by Mr. L. L. Bennett, Handle and Lumber Manufacturer, Belington, West Virginia, formerly the Belington Handle & Manufacturing Company, as bookkeeper and general office clerk, with whom I have been since I left the Mountain State Business College, January 14, 1911. I took the full Commercial Course at your College and to say the least I am more than pleased with the results.

To any one desiring a thorough business education, I take pleasure in recommending the Mountain State Business College as being one of the best and most up-to-date business training institutions that can be found and second to none in its courses.

Yours very truly,

OMER C. THOMPSON.

"MOUNTAIN STATE"



HARLEY B. NELSON.

THE OHIO TRADING COMPANY,
Nelsonville, Ohio.

Dear Mr. Mensch:

After some delay I will now let you know how I am getting along in my work.

I have a very nice position as bookkeeper, with The Ohio Trading Company of this city, a Mercantile Company operating five general stores, with head offices at Columbus, Ohio.

Since completing the commercial course in the M. S. B. C. three years ago, my work has been a success, and it is all due to the excellent training I received in the "Mountain State."

I hope others may profit by the mistake I made in not taking the **combined** course at the M. S. B. C., as I have been obliged to refuse several very desirable positions because I did not have shorthand.

To anyone desirous of winning success in the business world, my advice is: Take the combined course at the Mountain State Business College, and your success is assured.

Very sincerely yours,
HARLEY B. NELSON.

DAVIS COLLIERY COMPANY,
General Offices,
Elkins, West Virginia.

Mr. A. G. Sine, President,
Mountain State Business College,
Parkersburg, West Virginia.

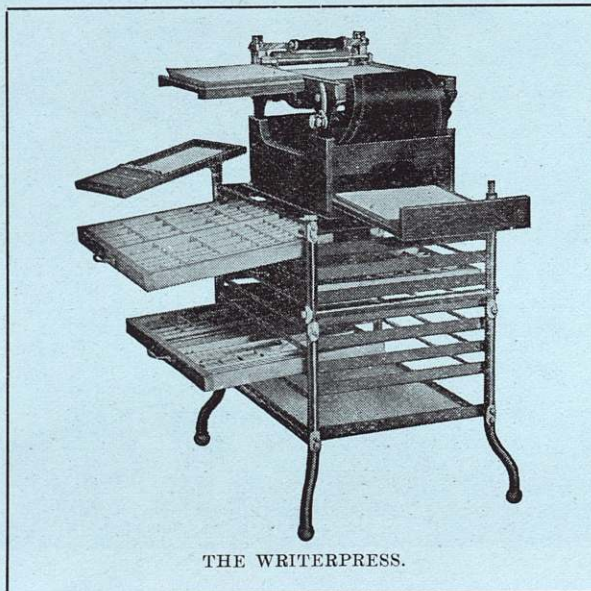
Dear Sir:

We will have a vacancy in our office here within the next couple of weeks, the young lady we have had as second stenographer having decided to give up her position with us and take a "life" position with a young man. The position has been paying \$45.00 a month.

If you have in mind some one who has had some office experience whom you could recommend for the position, I would be glad to have you suggest her name. I think we would prefer a young woman, though I am not so particular about this, provided we can secure some one who will fill the bill.

Thanking you in advance for anything you may be able to do for us, I am

Very truly yours,
R. B. ISNER,
Gen. Mgr. Sales.



THE WRITERPRESS.



EDWARD HARRISON DE MENT.

THE J. N. MURDOCH COMPANY,
Wholesale Druggists,
Parkersburg, W. Va.

Dear Mr. Sine:

I am proud of the fact that I am a graduate of the **best commercial school in the Ohio Valley**. It gives me great pleasure to recommend the Mountain State Business College to any young man or young woman who is anxious to obtain a good business education at a comparatively low cost. The system of instruction is not excelled by any other school and a more loyal student body could not be found anywhere. To enroll in the Mountain State Business College means a long stride in the direction of success to all who desire to make their mark in the modern business office.

At present I am employed by The J. N. Murdoch Company of this city. Words fail to express my appreciation of the M. S. B. C. I consider my time and money well spent.

EDWARD HARRISON DE MENT.



EMMET MIDKIFF.

UNITED STATES NAVY YARD,
Washington, D. C.

Dear Mr. Sine:

Looking back to the pleasant weeks spent in Parkersburg, I now fully realize the benefit I derived from the instruction received at your College, as well as the many kindnesses at the hands of you and your corps of efficient teachers. I am employed in the Bookkeeping Section of the General Storekeeper's office in the U. S. Navy Yard, Washington, D. C. I am quite satisfied that, but for my training at your college, I could not "hold down" my present position. From comparing notes with other men and my knowledge of the work they do, I am of the opinion that the M. S. B. C. is second to none in character of work done.

EMMET MIDKIFF.

We wrote you a few days ago in regard to a stenographer. We prefer a young man, and would rather have him from your college than any other school in the state. Please let us know if you can supply us with a competent man, and if so arrange to have him here by the twenty-fifth if possible.—TUG RIVER LUMBER CO., Welch, West Va.

We are frequently employing bookkeepers and stenographers, who are not always required to have considerable experience before entering our employment, and we would be glad to have applications in their handwriting from time to time from a few of your best graduates.—J. W. SMILEY, Sec., The New River Co., Macdonald, West Va.

CIVIL SERVICE TESTS.

The dictation is different for each exercise. The dictation is different for each exercise. The candidate is allowed to enter these regular tests at as many different rates of speed as may be desired and may select the exercise he wishes to transcribe.



M. S. B. C. FOOT BALL SQUAD

**CONSOLIDATION COAL COMPANY,
Fairmont, West Va.**

Dear Mr. Mensch:

I have before me Mr. Sine's request for one of my pictures, and in reply wish to inform you that at the present time I have no good photograph of myself, but as soon as I can have some taken will send you one.

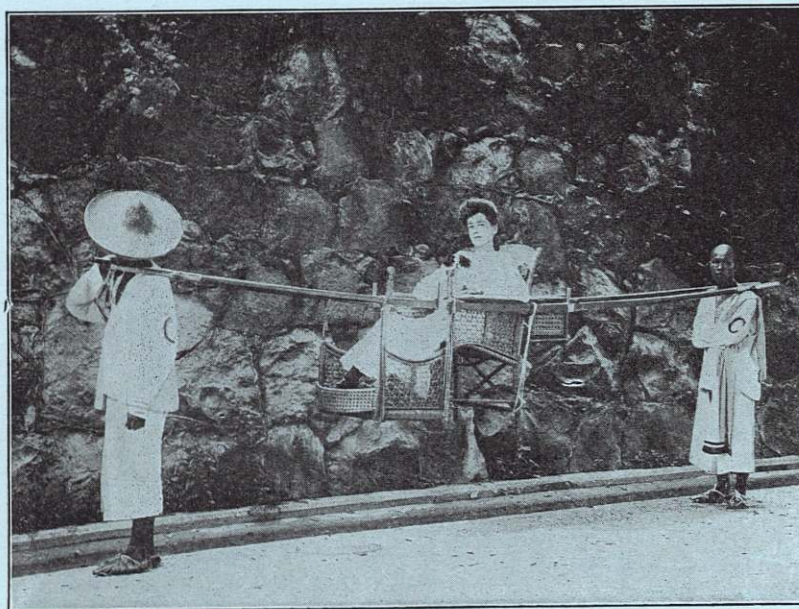
I wish to thank you and the rest of the Faculty for the training I received while in the M. S. B. C. I am now employed as stenographer with Mr. C. H. Tarleton, Superintendent of Mining for the Consolidation Coal Company, with offices on the eighth floor of the finest building in Fairmont, W. Va.

Again thanking you for the many courtesies extended during my stay in the "Old Reliable," I am

Yours very truly,
CHARLES F. MATHENY.

QUALITY THE STANDARD.

We sometimes receive visits from persons in attendance at other business colleges, who express great dissatisfaction with their course and school, and regret at their failure in not having come to us instead. Others have planned to attend Mountain State, but before leaving home, or on their way, were switched off by some school offering "less expense" as an inducement and representing their school to be just as good as Mountain State. Many of these young people so influenced have, after paying tuition in such schools, quit them and come to us. The very fact of other schools comparing themselves with us is in itself sure proof of our superiority, but we do not propose to argue this question. All we mention it for is to urge every student to come and see us before deciding upon any other school. We are perfectly willing that you should visit other schools, in



The lady shown in the above picture is MISS NELL V. HUGGINS, stenographer for the British-American Tobacco Co., Hong Kong, China. MISS HUGGINS is a splendid stenographer, having graduated from the Shorthand and Typewriting departments of the Mountain State Business College about eight years ago. Truly the fame of the M. S. B. C. has even reached the Orient.

fact we urge you to do so, but do not fail to call upon us before you bind yourself in any way. Then if you decide to go elsewhere, it will be all right, and we shall be satisfied. We are not afraid to stand the result of investigation: Our school promises nothing which it cannot fulfill, and invariably gives the students more than they expect. With its superior courses of study, large and efficient corps of teachers, excellent methods of instruction, large, well-lighted study halls, the Mountain State Business College must not be confounded with small, cheap Commercial Schools, with their inferior teachers and courses of study. If quality appeals to you, attend the MOUNTAIN STATE BUSINESS COLLEGE.

**Law Offices of
MILLARD F. SNIDER,**

My Dear Sir:

I am at present without a stenographer and typist and I should like to have one that has completed the course in your college.

I prefer a girl that has taught about two terms in the country public schools; of a quiet, unpretentious disposition; modest in dress, and rather reserved in her manners, but with sufficient self-confidence as not to be easily embarrassed, or ready to change her mind hastily and without good reason.

You have sent out many excellent graduates from your school and have a good knowledge of the kind that will take interest in ones work. Can you not furnish me such?

Yours truly,
MILLARD F. SNIDER.

KANE & KEYSER HARDWARE CO.,

Belington, W. Va.

Dear Mr. Sine:

I have held several good positions since I completed the combined course in the M. S. B. C., and am at present employed by the above firm.



The M. S. B. C. is a school of the highest standard, giving all the essential business training necessary to fit a young man or young woman for a successful business career. Any person who will take up one or more courses in the M. S. B. C. will be on the way to success.

Sincerely yours,
G. B. RAMSEY.

**THE TURNING POINT IN THE LIFE OF
MANY A BOY.**

Often students are doing absolutely no good in the public schools, not because they are ignorant or trifling; but because they are bright and industrious and have been held back and classed with hard cases, dead-heads, and dullards, until they have lost interest and ceased to put forth an effort.

In many cases parents are under the imperative necessity of sending pupils to school away from home and old associates, for the very reason that their companions, in and out of school, hang like millstones about their necks to pull them down.

Again, many public schools are so crowded that it is impossible for the teachers to do justice to the pupils.

Young people are made more independent and more self-reliant by being sent away to where "ma" or "pa" can't do everything for them.

Many students who are doing no good in the public schools have a business turn, are industrious, know how to make money, and would take the keenest interest in an up-to-date commercial course like that given in the M. S. B. C. They see from the beginning that there is something practical about all this—something that will enable them to attend to business and make money. It opens the way for them to do something profitable that they will take an interest in. The revolution has been wrought; they have become students and this commercial course will be the means of starting them on the high road to success in life.

A course in the M. S. B. C. will prepare you for a well paying position.



HERMAN R. NUZUM.

THE RITTER LUMBER COMPANY,

Mayben, W. Va.

Dear Mr. Sine:

I thank you for the opportunity to say a good word for the dear old M. S. B. C.

I believe that a course in "Mountain State" is one of the most profitable investments that a young man can make, whether he expects to enter business or not. From my experience while in the M. S. B. C. I feel safe in saying that everyone who enters and does the best he can, will find it the best school he ever attended. I shall never be able to thank you enough for what you have done for me; you more than fulfilled all of your promises.

I will be glad at any time to recommend the M. S. B. C.; the business college we all love.

Yours truly,
HERMAN R. NUZUM.

WHO AND WHAT WE WANT.

We want young men and young women who desire to enter professions of the highest character, having money-making possibilities second to none; young men and young women who have ambition coupled with a willingness to work when the rewards are commensurate with the effort put forth; who have a little of the "I can" and "I will" spirit; who are willing to grasp opportunities to earn more; who want to become trained employees, and to whom doing business on a 100% honesty basis appeals.

CANNELTON COAL AND COKE COMPANY,

Cannelton, W. Va.

Mr. A. G. Sine, Pres.,
Parkersburg, W. Va.

Dear Sir:

I am in receipt of the Certificate of Membership in the M. S. B. C. Employment Bureau, for which please accept my thanks.

As it has been about eighteen months since leaving your school and as I have not written you since I suppose you are thinking that I have forgotten you and the School, but such is not the case, for we students of the M. S. B. C. cannot easily forget the Institution that has done so much for us. I am pleased to say a good word for the school, and I take great pleasure in recommending it to any young man or young woman desiring a business education. I know of no school that trains its students so thoroughly as the "Old M. S. B. C."

I have been very successful with my work here, thanks to the training I received at your school.

I wish to thank you for the interest you have taken in me since leaving Parkersburg and also for the excellent training and individual instruction I received while a student at the Mountain State Business College.

Yours truly,
W. B. DEVANEY.

"MOUNTAIN STATE"

OVER FIVE THOUSAND DOLLARS
WORTH OF TYPEWRITERS.

Five Thousand Three Hundred Dollars' worth of Remington and Smith-Premier visible typewriters have just been added to the equipment of the Mountain State Business College.

This is the largest typewriter deal ever made in West Virginia, and gives the Mountain State Business College the lead in machines, fifty-three new visible writing machines of the latest models.

These fifty-three typewriters are clicking to the touch of several hundred young men and young women who are now in attendance, at a school that has won the enviable reputation of being one of the largest and best equipped Commercial Colleges in the country, preparing themselves for positions at good salaries.

By becoming thoroughly familiar with both the Remington and Smith-Premier machines a student can readily operate any other single or double key-board machine.

The demand for their graduates during the past year has been far in excess of their supply, and in order to meet this demand the school found it necessary to install the new equipment.

The teachers in charge of the work in the different departments of the Mountain State Business College are thoroughly conversant with all the latest and best methods now employed in all up-to-date business offices, banks, etc.

Any one interested in or desiring to pursue a business, shorthand or telegraphic course would do well to get a copy of the handsomely illustrated catalogue issued by the school, a copy of which will be mailed to any address upon request. —Parkersburg Daily Sentinel.



CHARLES E. MAXWELL.

N. B. McCARTHY,
Real Estate Investments,
Clarksburg, W. Va.

Mr. A. G. Sine,
Mountain State Business College,
Parkersburg, W. Va.

Dear Mr. Sine:

It is a great pleasure to me to write a few words in praise of the Mountain State Business College. After completing the Commercial and Typewriting Courses, I accepted a position, which you secured for me, with Mr. N. B. McCarthy, Clarksburg, West Va., and am still with him at a very satisfactory salary.

To any young man or young woman expecting to attend a Business College, I would say enroll with the "Mountain State," and you will never regret the time or money spent there, for they will treat you right.

Thanking you for what you have done for me, and wishing you continued success, I am

Very truly yours,
CHARLES E. MAXWELL.

ENROLL NOW!

If you have been thinking of attending a Commercial School, why not enroll in the Mountain State Business College, NOW, for a thorough business training? You may have been postponing such a step for years without realizing that every year you delay, cuts the productive period of your life that much shorter. There is sure to be a great demand for competent young men and women at good wages, and it would be good business policy to prepare yourself to meet the demand. The Mountain State Business College can help any reliable young person into a good position.

RINEHART & DENNIS COMPANY,
Railway Contractors,
Washington, D. C.

Dear Mr. Sine:

We will need the services of a male stenographer and typist on the 15th, and would be pleased to have you advise us at once whether or not you can recommend a bright and reliable young man for the position.

We intend moving our Washington office to Charlottesville, Va., and would want him to come direct to Washington and stay until that time and then go on to Charlottesville. Living expenses in Charlottesville are about the same as in Parkersburg. What we want is a young man about 20 to 21 years of age, with some experience, and who can do accurate and neat work. In addition to the stenographic duties he will be expected to check invoices, payrolls, etc., when not otherwise engaged. If you can recommend a young man who you think would be satisfactory, would be pleased to have you address the writer in enclosed envelope, and either give us his name or have him write us direct.

With best wishes to the M. S. B. C., I am

Yours truly,
E. W. HARDESTY,
Auditor.

KANAWHA VALLEY BANK,

Charleston, W. Va.

Mr. A. G. Sine,

Parkersburg, W. Va.

Dear Mr. Sine:



It gives me great pleasure to say a few words in commendation of your school, and thank you for the thorough instruction and courteous treatment which I received while a student under your care.

I am greatly pleased with your method of training and think your course of study is thorough in every particular.

I completed the Commercial Course at the M. S. B. C. in fourteen weeks, and now hold a position with the Kanawha Valley Bank. I came to this city an entire stranger and secured a position at the first place I made application. I feel quite sure that because of the fact that I had attended your school I was able to secure the position which I now hold.

I like my work very much, and can truly say that I prepared for this work in the Mountain State Business College. I wish to thank you and your excellent teachers for the kindness shown me and for the training which I received while in your school.

Wishing you and the M. S. B. C. great success, I am

Yours very truly,

ROMEO D. EPLING.

Our records in our Free Employment Bureau (maintained for the exclusive use of M. S. B. C. students and the employing public) show that not a single graduate of our Combined Course is unemployed, and that during the past year we have had 689 calls from business firms for office help, at salaries ranging from \$7.50 to \$18.00 per week—a demand far in excess of our supply.

THE FARMER BOY.

Some people have the idea that a business education is intended only for persons living or doing business in a city or town, and that a farmer has little or no need for a business training. A moment's thought will convince any person that this is a great mistake. The business dealings of a farmer are not confined to a certain line but involve a little of everything. There is no class of persons who are so often the victims of designing and cunning rascals as the farmer; and, with the present competition in production, and his relation to commerce and commercial men, he should be possessed of a thorough systematic education. The class to whom he sells his produce, and of whom he makes his purchases, are men of shrewd business mind.

THE FARMER SHOULD KNOW

How to draw notes, drafts, leases, contracts, and all the ordinary commercial forms; he should have a good business handwriting, spell well, and have a knowledge of business grammar; he should understand bookkeeping so as to keep a correct and systematic record of business; a good knowledge of business arithmetic is indispensable to him; he should, therefore, be able to figure accurately and well; he should be able to write a clear, concise business letter; he should possess a knowledge of business law touching on contracts, negotiable paper, etc.

A course at the M. S. B. C. is what every farmer boy should have. It will make him a better farmer and citizen. Should he give up farming, as a great many do, he can go into business for himself or secure a good situation with a business house.

There is a place ANY time for the man who is master of business—for the man who knows not only the task under his hand but the things that depend upon it. Your value to your employer or your business—the number of places ready for you, is in exact proportion to the definite, practical knowledge you can bring with you.

Harrisville, W. Va.

Dear Mr. Sine:

I wish to express my thanks for the many favors you have shown me as a student and graduate of the Mountain State Business College. At any time I will be glad to recommend the M. S. B. C. to those desiring to secure a business education.

Very truly yours,

ALAH F. NORTON.



ALAH F. NORTON.

"MOUNTAIN STATE"

SELECTING A SCHOOL.

Do not select a school wholly on what it costs, but rather on what it can do for you or help you to become. In selecting a school to attend, you should select one that is responsible, one that has a reputation for thorough work, honest methods, and is accredited a high standing in the community. There are many inferior business colleges all over the country. They usually make big claims, unreasonable promises, employ poor teachers, and sell tuition below what is usually charged by standard schools. "A word to the wise is sufficient."

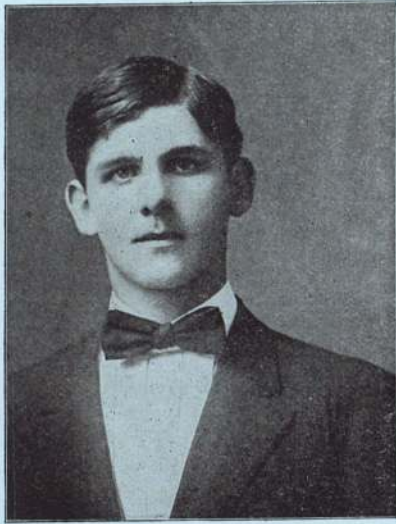
We invite anyone to investigate our claims for superiority and reliability. We are confident there will be no disappointment.

The world is laying prizes at the feet of the man who is **successfully trained** to cope with present day business methods; and the Mountain State Business College Course will make YOU a splendidly trained man. It will bring out your latent capabilities, broaden your horizon and fit you for big things.

KNOWLEDGE IS AN INVESTMENT.

A practical education insures permanent employment as no other education does. This kind of education is not an expense, a luxury, or an ornament, but a necessity—an investment that pays the largest dividends. It is capital that has a market value the world over, and can not be lost, stolen, nor destroyed.

The value of an education should not be considered from a money-making standpoint only. While the primary object of education is to enable the possessor to make a living, the great pleasure to be derived from knowledge should not be overlooked. Knowledge is power. The difference between individuals is, after all, only a matter of knowledge, education. It constitutes the chief distinction between the high and the low, the rich and the poor, the wise and the ignorant.



O. W. LUTZ.

D. E. LUTZ,

**Manufacturer and Dealer in Lumber, Ties,
Bark and Pulpwood.**

Mill Creek, W. Va.

Dear Mr. Sine:

I consider the course I took in the "Old Reliable" M. S. B. C. the crowning event of my life.

I hold a good position with the lumber firm of D. E. Lutz, of this place and am rapidly learning the lumber business.

I can cheerfully and without reservation recommend the M. S. B. C. to any one ambitious to better their worldly prospects.

My earnest wish is that the College may continue for many, many years, as it has in the past to merit the encomiums of its thousands of students throughout the country.

Very respectfully,

O. W. LUTZ.

Do you know of a young lady stenographer who is thoroughly competent in law work, one who can spell with correctness and transcribe her notes with absolute accuracy? We do not have much work but are exacting as to quality. If you know of any one who is just a little better than above indicated, we can give her a permanent position at a good salary.—SPERRY & SPERRY, Attorneys-at-Law, Clarksburg, West Va.



J. L. SIMMONS.

WEST VIRGINIA SCHOOL FURNITURE CO.,

Logan, W. Va.

Mr. A. G. Sine, Pres.,

Parkersburg, W. Va.

Dear Mr. Sine:

After leaving school last November, I went directly to Elkins, where you had secured for me a position as stenographer in the Auditor's office of the Coal & Coke Railway which position I resigned to accept my present one, which you also secured for me, with this company, as stenographer and bookkeeper; and not withstanding the fact that I left school before fully completing the shorthand course, I have experienced no difficulty, whatever, in taking dictation nor in transcribing my notes. This I can attribute only to the thoroughness and comprehensiveness of the courses prescribed in the Mountain State Business College.

In my opinion, the instructors in any business college are the most important factor to the success of the institution; and I desire to say in this connection that I found the teachers employed in the M. S. B. C. to be men and women well versed in their line, and believe this fact to be largely responsible for the uniform success of its graduates.

Yours very truly,

J. L. SIMMONS.

Girls, We Want Your Attention.

We want every young woman into whose hands this Catalogue may fall to read the following thoughtful words. They are from the pen of a woman whose name is a household word in nearly every home in America.

We wish that we could send these words of thoughtful utterance out over this broad land of ours in thunderous tones to rouse the true American girl to the sense of duty—that of acquiring a useful education. The true American woman is the ideal of womanhood.

"My young sister, could you review one year's correspondence with myself or any other woman whose business brings her into a sisterly relationship with thousands of her sex, you would hardly need this little talk to stimulate you to an earnest desire for a business education.

"From women, married or single, come the queries: How can I increase my slender income? How can I earn my daily bread? If marriage did away forever with the necessity of wage earning, then might more parents rest easy as they see their daughters led to the altar; then might a large per cent. of our girls spend their single years in thoughtless gaiety or aimless study, but this is not the case. In an age when fortunes are won and lost in an hour, the wife of a banker may be sole bread-winner tomorrow.

"Again, all women cannot marry, for the simple reason that there would not be men enough to go around, provided that all of them were inclined to take wives, which they are not. A respectable majority of you who read these lines will go through life single, and earn your own living. How will you do it? A single woman must belong to one of the two classes—property-holder or bread-winner. If the former, they certainly have need of a business education, that they may not have to trust the management of their property either to the disinterested or unscrupulous. Common enough is the story of robbing the widow and the fatherless. This you can read in the papers daily.

"As you stand in your happy youth, cared for by fond parents and surrounded by peace and comfort,

it may seem as an idle tale, thus urging you to prepare for such possibilities as these, but presently changes will come fast, and years seem fairly to trip over each other, and yet it will seem but as yesterday that you thought the thoughts you are thinking today.

"There is something grand in being a useful and independent spinster, but pitiable in being a helpless, dependent one. Just let us look at one instance for illustration. A brother and sister graduated from high school. The brother goes to a Business College and from thence out into the business world, never stopping or once losing ground. The girl simply tarries at home until she either marries or becomes elderly. If she uses her education at all, it is to teach some easy school for a term or two. Her father thinks that there is no need for her to learn anything about business, he can take care of her; but by sudden change of fortune he dies poor, and she, either a penniless widow or a maiden lady, has no means of livelihood. There is but one course open—go to her brother. This means drudge in his kitchen; wait on his wife; help raise his children; be ten servants in one for the princely remuneration of bread, butter and a home.

"Not a bid overdrawn, my dears, not a bit. There are countless like cases. You can see for yourself how different all might have been had she gone right on after graduating. The day is now here when she can as well as not.

"A widowed mother of five children wrote the other day: 'I thank God, if need be, that I can go back to stenography and earn my own living.' A restless thought amid the uneasiness of settling up an estate. Colleges and schools of all sorts are open to both sexes now, and it is possible to be a business woman, therefore, there are no lines in the way. You have only to be wide-awake and ambitious, possibly economical, and you can fortify yourself as well as your brother."

Who could think of grander advice, young woman? These words are not idle expressions, but ideas formed and convictions reached through an active, busy life.

A WIDOW'S TROUBLES.

On the way home from a funeral at Cave Hill, a few days ago the young widow sat in a carriage with three neighbors. Things had been going along prosperously and smoothly enough until disease and death stepped in. There was a comfortable home, with a good many luxuries of life. The bank account was not much—about enough to cover the expenses of the funeral and pay up the current debts; hardly enough to last the widow a couple of months.

"I don't know what I am going to do," said the widow. "I can sew reasonably well, but that's going to be a hard life. How I wish I had accepted taking up bookkeeping and stenography. Then I would have had something to rely upon in this hour of distress. But I know nothing about business, will even be compelled to employ someone to settle up what little estate there is."

The gloominess presented by life to the young woman was forceful in its appeal to her companions, as was the grief of her late bereavement itself. She was indeed a pitiable creature with her troubles.

No girl should be entirely dependent upon her male relations. It matters not what her present situation in life may be, she ought to prepare herself for just such emergencies as were encountered by this young widow. If she learns nothing else, it should be the three golden rules of business: No investment of over five per cent. is really safe; trust no one with your money without security, which should be as strictly observed between dearest friends as between strangers, and, lastly, keep all your affairs from day to day in as accurate a way as if you expected to die tomorrow.

But every girl should go further than this. She should equip herself with that knowledge of book-keeping, stenography and business practice which would enable her to enter upon a self-sustaining career, should it become necessary. Much of the happiness of many a married woman lies in the fact that she has a business training—something she may not just now put into practical use—that would stand her in stead as a means of livelihood should she lose by death her present means of support.

NOTHING SUCCEEDS LIKE SUCCESS.

Our best answer to prospective students as to why they should take a stenographic, commercial or telegraphic course in the Mountain State Business College, is the splendid story of the success of its more than twelve thousand (12,000) students told in twenty-three years of progress. The last year the best of all.

IN CONCLUSION.

In the preceding pages our aim has been to give the reader something like a fair view of the Mountain State Business College. It is, of course, incomplete; for it would require more than the allotted space to describe the vast educational equipment which has grown up here during the past twenty-three years. But it is enough to attract your attention. When you come you will find that the half has not been told.

In what we have said, the constant aim has been not to exaggerate, not to create false impressions. We simply desire to say enough to convince you that it is good to acquire a commercial education and that the "Old Reliable" MOUNTAIN STATE BUSINESS

COLLEGE is the best school in this part of the country for that purpose.

If you still have any doubt on the subject, come and see for yourself. We shall be glad to show you through the various departments, assured that the school will speak for itself.

If you desire success, if you would be able to converse intelligently with men of business, if you would make yourself in demand, if you would secure for yourself a powerful backer, then, make yourself a student of the MOUNTAIN STATE BUSINESS COLLEGE.

This institution will continue to serve and deserve the continued good will of the business public.

Do you wish to join the procession of successful young men and young women who very, very soon are destined to be the man-

agers and leaders in great business enterprises? If you do you must make preparation, and the best preparation is to acquire a thorough business education.

The doors of the MOUNTAIN STATE BUSINESS COLLEGE are open to you. Knock, and ye shall enter upon the road to success. Push, perseverance, and pluck are good, but unless backed up by a thorough knowledge of the customs, methods, and science of business, they cannot reach their highest destiny.

Come and join us, be one of us, and succeed with us.

Yours for success,

Mountain State Business College,

Parkersburg, W. Va.

The H. W. Johns-Manville Co., Pittsburg, Penna., with whom I am at present employed has requested me to find them a bookkeeper to take my place as I am going to leave here next Saturday to go to Vincennes, Ind., where I have secured a position as office manager of an Oil & Gas Company. Have you some good, sober young man to recommend who writes a good hand and has had some experience, The position will pay \$75.00 a month to start.—C. E. LEWIS, Pittsburg, Penna.

Can you furnish me with a young man, sober and industrious, to act as stenographer and confidential clerk for this Company, and three other allied land offices? I am willing to start a young man at \$60.00 a month, with definite promise of \$75.00 per month within six months, if work is satisfactory. An early reply will be greatly appreciated.—J. K. ANDERSON, Gen'l Mgr., United Thacker Coal Company, Williamson, West Va.

This Company is in need of a man who is a competent bill clerk, payroll man, and stenographer. We have a good paying position for a man who fills the bill. We want a man who is accurate in figures and otherwise intelligent. The writer has been informed that your school turns out just such persons as we want and if you have anyone in mind who would like to have a good, permanent position with us, I shall be very much obliged to hear from you.—S. A. KENDALL, Vice-President, Kendall Lumber Co., Crellin, Md.

OUR COLLEGE CREED.

TO DEDICATE our lives to the work of making the Mountain State Business College the most thorough and up-to-date business training school in America.

TO PREPARE young men and young women for successful business careers and for positions in any department of commercial activity in the shortest possible time, and at the least expense consistent with sound training and thorough work.

TO CONDUCT the affairs of the College on business and moral lines, so as to command the respect of our students and merit the confidence and esteem of the parents and the business public.

TO PERFORM our whole duty toward all our students in an honest, earnest and conscientious manner, and with all the ability and experience we can command.

Please advise if you have a male stenographer whom you can recommend for position as stenographer and clerk. The salary is only \$53.00 per month to start with, but you know all of the men, whom you have sent me here-to-fore, have not worked long at the foot, and you can assure the man whom you furnish of very quick promotion. Kindly let me hear from you at once, giving name of party and I will furnish pass for him from Kenova to Bluefield.—T. C. TANNER, Norfolk & Western Railway Co., Bluefield, West Va.

We are looking for a young man, 20 to 23 years of age for general office work, and who is also a good stenographer. Experience is not necessary from any standpoint except the stenographic feature. We want a good, bright, clean-cut young man. The opportunities will be good. If you know of anybody, we would be pleased if you would have him send us an application.—THE WILLISON-EARLE COMPANY, Clarksburg, West Va.

I am in need of a stenographer that has had experience in a lawyer's office. Position will pay \$50.00 per month to start. If you can furnish me or direct me to find some one that will fill the place, I would be under many obligations. Please let me hear from you at once.

My son, Bert, and daughter, Mamie, graduated at your school. Bert is now a Court Stenographer, making \$1,800.00 a year, and Mamie is Chief Clerk in the County Clerk's Office, at a handsome salary.—H. K. SHUMATE, Attorney-at-Law, Williamson, W. Va.

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