Oregon Agricultural College

Extension Division

THE

Farmer's Business Course

Correspondence Instruction

BY

John A. Bexell
Dean School of Commerce

"Carrying the College to the People"

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IMPORTANCE OF BUSINESS TRAINING

The difference between the farmer of today and the farmer of a hundred years ago is that today he produces principally for the market, while a hundred years ago he produced mainly for home consumption. The farmer of today is at once a producer, a manufacturer, and a merchant. In order to become successful he must, therefore, understand thoroughly not only the productive phase of his business, but also the exchange phase. There are three subjects of fundamental importance which the farmer ought to master. First, he should adopt a thorough and comprehensive system of farm records, a system that will show him how he stands, not only with others, but with himself, and one that will show him the cost of production and the sources of his profits and losses. Second, Commercial Law. In this course it is not advocated that the farmer should be his own lawyer, but rather that he should learn how to avoid litigation, and to become familiar with legal rules and practice. Third, Rural Economics or Finance, including the laws governing the production, distribution, and exchange of wealth in general, but especially as they pertain to rural conditions.
THE Extension Division has been created for the purpose of serving the people of the state who desire assistance but who cannot come to the College to get the instruction offered. This is to be done through lectures, institutes, movable schools, demonstration trains, correspondence courses, popular bulletins, educational exhibits, newspaper and magazine articles, demonstration farms and other agencies. The work is now in process of organization. The various features will be announced as they become available. Where institutes and lectures are desired it is requested that application be made at the earliest possible date. We hope, in time, to be able to serve every person in the state that feels the need of our assistance. The College is for the service of the whole state.
THE FARMER'S BUSINESS COURSE

The courses offered by the Oregon Agricultural College, which together constitute the Farmer's Business Course, are as follows:

1. Farm Accounting
   (a) Farm Bookkeeping; a complete analysis of farm accounts by three different methods in which simplicity, accuracy, and labor-saving are emphasized; household and personal accounts.
   (b) Cost Accounting and Special Records. Cost of production; special cost records; labor records; milk records; poultry records, etc.; the farm plant, office methods.
   (c) Business Organizations; Business Correspondence and Business Forms.

   This course is based on a specially prepared text-book. An outfit of loose-leaf forms adapted to the needs of pupils taking this course and admirable for use in keeping farm records is also furnished. The aim has been to make the exercises as practical and simple as possible. The forms suggested contain many new and labor-saving features conforming to the best business practice.

2. Rural Law

   The general principles of common and Statutory Law are discussed and explained;
are so great at so little cost. I am writing this to simply tell you how much good the Farm Bookkeeping Course has done for me and how I appreciate it. I think any farmer ought to be able to spare the small sum necessary for a set of Farm Records, for it is the best investment he could make.

W. V. KIRKLAND, Hillsboro, Ore.

"Having taken your course on Business Methods and Farm Records, I wish to state that I am very much benefited by it. I am greatly surprised at the many ideas it has opened my eyes to. Its simplicity, yet accuracy, cannot be spoken of too highly. The cost is not an atom compared with its beneficial results. I think it should be studied by at least one member of each household, more especially by the head of the family. I cannot speak too highly of the course and its final results.

"Thanking you very much for past favors, I remain,

CLARENCE S. VAN DORN, Portland, Ore.

"I have taken your course of Farm Bookkeeping by mail and I can truthfully say that it is the best system of farm bookkeeping I have seen. I think it would be a grand study to be taught in our rural schools.

F. A. CHEESMAN, Lind, Wash.

For information relative to Institutes, Lectures, Itinerant Schools, Exhibits, Correspondence Courses and other Extension Agencies, address

R. D. HETZEL,
Director of Extension,
Corvallis, Oregon.
special phases of law affecting the farm, such as titles to real estate, deeds, mortgages, county records, etc.; landlord and tenant; eminent domain, and right-of-way; water rights, and boundaries; laws governing shipping, insurance, banking, etc., court procedure.

3. Rural Economics

The fundamental principles of production, distribution, and exchange, with special references to rural life. Rural labor problems, farm finance, legislative problems affecting rural life, co-operative organizations, marketing products, advertising, the economics of machinery, transportation, etc.

VALUE OF CORRESPONDENCE STUDY

That efficient work can be done by correspondence is well expressed in a recent circular issued by the University of Wisconsin:

"The possibility of teaching by correspondence has already been demonstrated by practical experiment. While such instruction lacks some of the advantages which resident study gives, it has compensating advantages of its own. In correspondence work, teaching is personal and individual. Every student studies and recites the whole lesson, comes into contact
"You have struck a note that long has been wanting in station work and Farm Stock and Home will be very glad indeed to give wide and extended publicity to the work you are carrying on so admirably."

HUGH J. HUGHES, Associate Editor,
Farm Stock and Home, Minneapolis."

This is one of the most practical methods of farm bookkeeping that has been suggested and one especially to be commended; for the farmer with his busy life and multifarious duties will not have time to keep a complicated set of books. Really, after all, what he wants to know is the volume of receipts and expenditures and the methods of ascertaining what crops and class of stock on his farm show a profit or loss. Your book meets these needs in a very satisfactory manner, and for this reason commends itself to me.

ANDREW M. SOULE,
State College of Agriculture,
Athens, Ga.

FROM STUDENTS.

"I wish to thank you for the benefit which I have derived from your Correspondence Course in Business Methods. It is exactly fitted to overcome the difficulties usually encountered in keeping farm records.

KATE McCUNE, Shedd, Ore."

"After completing my Correspondence Course in Farm Bookkeeping, I have moved on a small ranch near Hillsboro, Ore. I now find how valuable my course is to me. It seems to me that without my records it would be like working without tools. I do not see why all farmers do not take more advantage of their Agricultural College. The benefits
with the teacher as an individual, not as a member of a large class. Correspondence work employs the spare time of the student and gives him an interest besides his daily work. It can be done at home and therefore gives the home a new influence and charm. Correspondence work, moreover, throws a man upon his own resources and makes him self-reliant and self-determining."

The late President Harper of the University of Chicago was also a firm believer in this method of study. In a public address he said:

"The work done by correspondence is even better than that done in the classroom. The correspondence student does all the work himself. He does twenty times as much reciting as he would in a class where there are twenty people. He works out the difficulties himself and the results stay with him. In resident work, with the teacher at his elbow, the information comes easily and quickly and often goes as easily and quickly."

**COST**

An enrollment fee of one dollar is required of all correspondence students. This fee barely covers the expense of postage, stationery, and lesson sheets. The price for the required books in Course 1 is $2.00; in each of Courses 2 and 3, $1.50.
HOW TO ENROLL

Fill out the blank on second page and return it with the required fee and price of books.

CERTIFICATE OF COMPLETION

A certificate of completion will be issued as soon as each course is finished. No limit is set for the completion of the course. The average time required is about five months.

APPRECIATION
FROM SPECIALISTS.

"Your publication ought to be placed in the hands of teachers in the schools and colleges and a determined effort to secure a course of instruction to be given to every student along the lines that you have indicated. In my judgment, no single study outside of the essential branches of writing, reading, and arithmetic would be more serviceable than the study of efficient methods of keeping accounts. It is a universal need.

JOHN HAMILTON, Institute Specialist,
U. S. Department of Agriculture."

"I have received your monograph on the Business Side of Farming. It is an interesting document and should be useful as a text-book and for the home study by farmers desiring to put their work on a business-like basis.

A. C. TRUE, Director,
Office of Experiment Stations,
U. S. Department of Agriculture."
State

Occupation

R.

P. D.

County

Name

I desire to enroll in the Parmer's Correspondence Business Course. Please find enclosed $... the required enrollment fee and the price of books and material for Course No.

Corvallis, Oregon

Oregon Agricultural College,

Secretary Correspondence Instruction,

Date: 191...

P. O.

Tear Off This Page and Mail.