

Modern Methods

"Ours is a System School"



THREE years ago, when we published our catalogue, the above sentence stood upon the first page of that section which endeavored to give a description of the system which obtained in the school. To-day, we are happy to say that more than ever we are entitled to rank as "The System School."

We believe system should begin at home. It has always been our aim in our own office to present to students a foretaste of what they might expect when they entered our class-rooms. Not a detail, from the time of registration, until the time that a student finds himself in the class-room, ready to begin work, is overlooked. Every item in the way of handling his account, providing for his stationery supply, directing him to his proper department, and giving him a seat in that department, has been the subject of most careful thought and revision.

Following this, it will be found that the everyday life of the student brings him further into touch with a perfect working system. There is system in the allotment of work. There is system in the method of handling each branch of the work. There is system in the audit of the work, and there is system in our plan of safely placing students when they are through with their work. It follows that when our students go out into positions, they have little to learn in the way of thoroughly systematizing every effort or adapting themselves to any system in vogue in the house to which they may be assigned.

To no one source can we trace so much of our success, as to this idea of keeping thoroughly abreast with the latest improvements in business methods and of throwing about our students, every day they stay with us, an air of business system. Students of ours are not expected to go out and serve an apprenticeship in any place of business in order to get experience. They are experienced when they graduate from our school, and as such are ready, immediately, to step into business positions, as they are doing regularly and constantly on completing our prescribed courses.

"Ours is a Business School"

Our constant aim is to instill into the minds of our students the fact that while with us they are serving a business apprenticeship. They do not merely come to school every morning. They get down to work just the same as the young men and women who are working in the many offices in the down-town district.

Our teachers are not teachers so much as they are heads of business departments. They plan for, direct and instruct their students as if they were actually engaged in a large business concern. They look after each student individually as if he or she were an office assistant, help them over their difficulties, inspire them to do neat, accurate work every day in readiness for the evening audit by the teacher. Drop into our rooms any time and you will find as busy and quiet a scene as in the best regulated business concern in America. Every young man and woman knows, after the first day, just exactly what may be done. - Our plan of recording work and allotting the same puts everyone of our employees on his mettle as against a good fair average. Every visitor to our school remarks the perfect order which prevails at all times and in every department of our institution.