

Type-Writing.

Nearly all extensive business houses are now reducing the labor of correspondence by using the Type-Writer.

Business men in all lines have discovered that one man with the Type-Writer will do as much writing as three men can do in the same time with the pen. The work of Correspondence and the preparation of business papers are done much better and more satisfactorily on the Type-Writer than with the pen.

Having examined into the merits of the leading writing machines now on the market we have adopted the "Remington" exclusively.

The Type Writing Course is given outside of Class hours.

The use of the Cyclostyle duplicating apparatus for the newly perfected process of manifolded Type-Writing and manuscripts is taught gratuitously to students who follow the Type-Writing Course.

Stenography.

The importance of this subject has led us to give every student pursuing the Business Course the opportunity of acquiring a knowledge of Shorthand. The system of Phonography taught in this Institution is that invented by H. N. Pernin.

Penmanship.

However well a young man may understand every other branch in our curriculum, such knowledge will be of limited value to him especially in obtaining employment, unless it be accompanied by a neat, legible and rapid hand writing.

In teaching Penmanship in our Business Course, we insist on the Muscular Movement system, whereby the student acquires a good hand-writing, combining the three qualities named above: neatness, legibility and rapidity.

Commercial Law

The aim of this department is to acquaint the pupil with those features of law that every business man should understand, and without a knowledge of which he is ever at the mercy of designing men.

Business men cannot do without Law and Lawyers, but they can have a sufficient general knowledge of Law to enable them to act with prudence, and avoid doing or leaving undone what might involve a law-suit.

Business Correspondence.

This feature of our course is intended to give the pupils such points regarding the requisites of correspondence as will enable him to properly construct, arrange, paragraph and punctuate a business letter, so that it shall convey its intended meaning, without verbiage or confusion, and shall appear to the best advantage.