



Books and Supplies

For Business Course (six months) cost	
"Business Bookkeeping and Practice".....	\$ 1.50
"Bookkeepers' and Office Practice".....	1.25
"Bookkeepers' and Office Practice".....	1.25
Bank Books, Notes, Drafts, Receipts, Invoices.....	.25
Introductory Blanks (Journal, Ledger, Balance Book, Check Book).....	.50
Advanced Blanks (Journal, Sales Book, Summary Books, Cash Book, Ledger, Bill Books, Check Books).....	1.50
"Essentials of Arithmetic".....	1.25
"New Method Speller".....	.25
"International Business Practice".....	.35
Text Book on Commercial Law.....	1.00
Incidental Expenses, including Paper, Pens, Exercise Books, Fyles, etc., about.....	2.00
Total	\$12.00
Less Cash Discount (when the above are purchased on entering).....	.50
Net	\$11.50
Supplies for the three months' term cost \$8.00; second term, \$4.00.	

For the **Shorthand and Typewriting Course** the cost for six months' supplies is

"Phonographic Teacher".....	\$ 15
"Key to Phonographic Teacher".....	15
"Exercises in Phonography".....	5
"Manual of Phonography".....	15

"Phonographic Reporter".....	55
"Shorthand Dictionary" (30,000 words, in long hand and shorthand).....	1.25
"Complete Typewriter Instructor" (400 pages).....	1.50
"New Method Speller".....	.25
Incidental Expenses (Note Books, Pens, Pencils, etc.).....	1.00
Total	\$8.25
Less Cash Discount.....	.25
Net	\$8.00
Supplies of first term of three months cost \$4.00; second term, \$2.25.	

Tuition Rates.

The following rates of tuition are chargeable for instruction and attendance in either of the two departments of the College. Fees are payable in advance.

Three months (first term).....	\$25.00
" " (second term).....	22.00
By the month (first term).....	10.00
" " (second term).....	8.00
Four months (first and part second term).....	35.00
Six " (two terms).....	45.00
Ten " (school year).....	70.00

To meet the needs of those who seek diplomas in both Business and Shorthand-Typewriting Departments, an additional charge of \$5.00 quarterly, or two dollars monthly, is made when the Business and Shorthand Typewriting Courses are taken conjointly.

NIGHT SCHOOL RATES

Three months.....	\$10.00
Six ".....	18.00

Board and Lodging, in approved private families, from \$2.50 to \$3.00 a week.