

## **COMMERCIAL DEPARTMENT.**

To the prospective student we would say, that if he wants a practical, thorough and solid training in Office Routine, a careful and close investigation into our methods and systems must surely appeal to him and lead him to enroll with us. The student who enters our Commercial Department meets face to face the work and routine of the average office all the way up from office boy to the head bookkeeper. We offer no slipshod, half-way course that can do no more than make a poor, unfinished machine of you, but we cover the ground thoroughly, maintaining at all times a very high standard in all branches of the Commercial Department.

Our Commercial Course comprises Bookkeeping, Office Practice, Business Practice, Business Arithmetic, Commercial Law, Business Forms, Commercial Correspondence, Spelling, and Business Penmanship.

The Advanced Commercial Course is specially for those who wish to follow up Accounting and Auditing. It is a carefully arranged course, consisting of Accounting and Auditing in their varied forms, use of Loose-Leaf Ledgers, Card Systems and specially ruled books, Higher Accounting, Joint Stock Company Incorporating, etc. Usually this Advanced Course immediately follows the regular Commercial Course, but we recommend it to bookkeepers everywhere. Two or three months in our Night School would advance them wonderfully. They would never regret it. We will be pleased to give further particulars regarding our Advanced Commercial Course upon application.

## **SHORTHAND-TYPEWRITING DEPARTMENT.**

Undoubtedly no other profession furnishes the student such pleasant and remunerative employment, with such rapid advancement, as stenography. We mean by stenography, not merely being able to write shorthand at a rate of seventy to eighty words per minute, and being able to worry these shorthand notes off on the typewriter at a medium rate of speed—to these ad-