

NEW  
HAMPSHIRE  
SCHOOL  
OF  
ACCOUNTING  
AND  
FINANCE

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*Accounting  
Division*

*Secretarial  
Division*

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1938-1939

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*All courses are under direct  
supervision of a Practicing  
Certified Public Accountant.*

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NEW HAMPSHIRE SCHOOL  
OF  
ACCOUNTING AND FINANCE  
88 HANOVER ST., MANCHESTER, N. H.  
TELEPHONE 896

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## **LET US HELP YOU SUCCEED**

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The New Hampshire School of Accounting and Finance offers one and two year courses in Accounting, Finance, Secretarial and allied subjects.

The courses are arranged so that those who complete the first year's studies are qualified for positions as Secretaries, Bookkeepers and Juniors in Accounting, those who complete the second year's studies are qualified for positions as Accountants, Auditors, Office Managers and similar executive positions.

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### **SUBJECTS TAUGHT**

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#### **ACCOUNTING AND SECRETARIAL DIVISIONS**

1. **Shorthand Theory and Dictation**—Taught so that you obtain the maximum speed and accuracy in the shortest possible time.
  2. **Typewriting**—Taught so that you acquire the maximum typewriting speed and accuracy in the transcription of shorthand notes, straight copy and statistical reports.
  3. **Dictaphone Practice.**
  4. **Office Practice, Filing and Indexing.**
  5. **Office Management**—Taught to enable you to understand office routine and management and apply your knowledge to practical use.
  6. **Business English**—Taught so that you may be able to compose effective sales, collection, and adjustment letters.
  7. **Business Arithmetic**—Taught so that you have an accurate working knowledge of basic arithmetic, interest, discounts, percentage and profit and loss problems.
  8. **Bookkeeping**—Taught so that you can keep books—any kind, anywhere.
  9. **Elementary Accounting**—Taught so that you can tell your employer not only that he has made money but also how to make more.
  10. **Advanced Accounting**—Taught so that you can prepare financial reports for such firms as : Retail Merchants, Wholesale Merchants, Factories, Hospitals, and Public Utilities.
  11. **Auditing**—Taught so that you can detect and prevent fraud.
  12. **Cost Accounting**—Taught so that you thoroughly understand the practical applications of costs in factories.
  13. **System Building**—Taught so that you can install bookkeeping and accounting systems.
  14. **Income and Social Security Taxes**—Taught so that you can save your employer or client the maximum amount in taxes.
  15. **C. P. A. Coaching**—Taught to those students who wish to take the state examination.
  16. **Commercial Law**—Taught so that you have a handy working knowledge of business law.
  17. **Corporation Finance**—Taught so that you may understand and apply the intricacies of corporate finance to specific cases.
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## **LIFT YOURSELF ABOVE THE CROWD**

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Here are a few reasons why an education obtained at the New Hampshire School of Accounting and Finance will enable you to be outstanding in a crowd; outstanding in a group of applicants for a position; outstanding in your ability to hold the position and excel in your chosen field of work:

1. The New Hampshire School of Accounting and Finance is the one and only school in the state that offers a complete accounting course.

2. All accounting subjects are taught under the direct supervision of a practicing Certified Public Accountant and experienced educator. (No abstract theorist.)

3. All secretarial courses are taught by university graduates with many years experience in the commercial field.

4. The classes are small so that you get the individual and undivided attention of the instructors.

5. The latest methods, the latest mechanical equipment, the latest 1938 University Grade Texts are used at the school.

6. An active placement bureau has enabled us to place most of our students. All our graduates prior to and including 1937, have been placed.

7. Below is a partial list of the positions they hold:

1. Public Accountants.
  2. State Auditors.
  3. Public Utility Accountants.
  4. Chain Store Accountants.
  5. Office Managers.
  6. Bookkeepers.
  7. Stenographers.
  8. Private Secretaries.
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FALL TERM starts September 7, 1938.

ADMISSION. High school graduates that are well recommended are eligible for admission in the Day Division.

APPLICATIONS for admission should be presented as early as possible. Because of limited seating capacity, applications will be approved in the order in which they are received. Write at once for applications.

TUITION. Day Division \$25.00 per school month.

LODGING. All students must either reside at home, with relatives, or approved hotels or lodging houses.

RAILROAD FARES. Those students living out of the city can secure upon proper application, special railroad students' tickets at greatly reduced rates.

EVENING DIVISION. Information about the evening division will be furnished upon request.

SUMMER SCHOOL starts July 5. Information upon request.

EDUCATIONAL ADVICE. The school is always open for inspection. If it is not convenient for you to visit us, our educational director will call at your home by appointment. You will be under no obligation and will undergo no expense for this service.

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Address all inquiries to the Registrar, N. H. School of Accounting and Finance, 88 Hanover Street, Manchester, N. H.

H. A. B. Shapiro, B.B.A., C.P.A., Headmaster.

W. W. Lee, B.C.S., Educational Director.

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