

N.H. COLL.
ARCHIVES

NEW HAMPSHIRE
SCHOOL OF ACCOUNTING
AND COMMERCE

88 HANOVER STREET
MANCHESTER, NEW HAMPSHIRE
Telephone 896



COLLEGE ENTRANCE



H. A. B. SHAPIRO, B.B.A.
Certified Public Accountant
HEADMASTER

We have consistently been able to provide a superior training in Accounting, Business Administration, Secretarial Science, and Expert Shorthand, for ambitious and intelligent young men and women.

The New Hampshire School of Accounting and Finance changed its name to the New Hampshire School of Accounting and Commerce to indicate more clearly that Secretarial and Business Administration courses are taught as well as courses in Accounting.

THE FIRST BUSINESS SCHOOL IN NEW HAMPSHIRE
APPROVED FOR THE TRAINING OF VETERANS

APPROVED BY THE NATIONAL COUNCIL OF
BUSINESS SCHOOLS

“THE SCHOOL OF SUCCESSFUL GRADUATES”

Founded 1932



TEACHING GRADUATES

Secretaries and Accountants—Days; Teachers in Manchester High Schools—
Evenings.



IN ONE YEAR!

Four of the five students who received the Gregg Shorthand Award for 140 words per minute; the fifth, the recipient of a Gregg Shorthand Teachers' Certificate.

PREFACE

Success in our modern society without specialized training is becoming more and more problematical. Business training enables you to get a better position with larger earnings. Business training helps you manage your own business and personal affairs. Quality business training has guided millions of young men and women to a successful future.

It is with a great deal of pleasure that the New Hampshire School of Accounting and Commerce issues this catalog presenting important and pertinent facts about one of the most progressive business schools in the country. It is gratifying indeed to have served this part of New England so successfully since 1932. We have an enviable record in training our young people for the business world, and we are proud of the splendid showing made by these men and women in the numerous establishments employing them.

In this school your course of study will be mapped out in accordance with your needs, your aptitudes and your budget, with due consideration to the best opportunities for employment.

The size and quiet atmosphere of the school as well as the laboratory and lecture method of instruction are conducive of individual attention and individual progress, the rate of progress depending in great part on the initiative, ability and application of the student. We recognize the fact that no two students are alike in capability, aptitude, or natural inclination. Therefore, we individualize our students—we study them as individuals and teach them as individuals. This is one of the progressive educational attitudes that makes the New Hampshire School of Accounting and Commerce “The School of Successful Graduates.”

The caliber of the teaching staff is the most important factor in determining the successful training of the student body. Standards of instruction at the New Hampshire School of Accounting and Commerce are higher than those usually found in schools of its kind. A representative of the State Board of Education stated that he was quite pleased that a business school would insist on such high scholastic attainments from its instructors.

Diplomas are granted on the basis of achievement and satisfactory completion of courses of study, not on a time-spent-in-school basis, as is the practice with many schools. Employers of the leading business and financial institutions, recognizing the superior quality of the trained New Hampshire School of Accounting and Commerce student, readily engage the services of our graduates.

The New Hampshire School of Accounting and Commerce offers one and two-year courses in secretarial, accounting, business administration, stenotypy, and allied subjects.

The courses are arranged so that those who complete the first year's studies are qualified for positions as civil service employees,

secretaries, bookkeepers, salesmen and junior accountants. Those who complete the second year's studies are qualified for positions in advanced civil service assignments, for occupations in the advertising field, and as secretaries, accountants, auditors, credit managers, office managers, assistant store managers, and similar executive positions.

All subjects are taught by university graduates under the direct supervision of a Certified Public Accountant and experienced educator. B. C. Forbes in *Forbes Magazine* says: "A thorough grounding in accountancy forms an extraordinarily useful equipment for the attainment of a high place in industry and general business."

BETWEEN HIGH SCHOOL AND COLLEGE

Business training deserves serious consideration by High School seniors, even though they definitely plan to enter college. One year spent at the New Hampshire School of Accounting and Commerce will confirm the choice of a vocation; or, if this important matter has not been definitely decided, it will give them much help in choosing a vocation. The skills learned in business training can be put to much practical use in college work. Many students have earned a large part, or, in some cases, all of their college expenses with these skills.

AFTER ACADEMIC TRAINING

Academic training gives an excellent background for good positions, but it does not provide the training that enables you to answer the employer's question "What can you *do*?"

More than half—some sixty per cent of the nation's educated men and women in this country today—are in business. That in itself is one justification for calling business today's foremost profession. We recommend it to you as interesting and worthwhile.

We have an active and effective placement service. More employment calls are received than we are able to fill. Many students are placed in good positions *before* they graduate. Year after year we have had part-time jobs for students desiring such work. All our graduates are placed in responsible positions. A number of our graduates recently passed the U. S. Treasury Special Agents and the U. S. Treasury Internal Revenue examinations. Others have passed the U. S. Treasury Deputy Collectors examinations. Several graduates have been employed as teachers in the Manchester Evening High Schools for the past few years.

Andrew Carnegie, steel king and philanthropist, said:

"I advise young men and women to save the most precious years of their lives by securing a business education, that they may go forth fully equipped early in life."

Will your future be a planned career or a series of jobs? That depends almost entirely on the foundation you build now.

Successful business careers are not just accidents.

CALENDAR

The fall term opens the day after Labor Day in September. The second term begins about the first of February.

SCHOOL VACATIONS

Thanksgiving Recess

Thursday until following Monday

Christmas Recess

From the day before Christmas until the day after the New Year's holiday

Easter Recess

Good Friday and the week following Easter

Summer School Recess

End of Summer School until day after Labor Day

LEGAL HOLIDAYS (no sessions)

Labor Day—First Monday in September

Columbus Day—October 12

Armistice Day—November 11

Thanksgiving Day—as decreed by proclamation

Christmas Day—December 25

New Year's Day—January 1

Washington's Birthday—February 22

Fast Day—as decreed by proclamation

Memorial Day—May 30

Independence Day—July 4



GENERAL OFFICE

MANCHESTER—The “Queen City” of New Hampshire

A Desirable City

In Which to Live

In Which to Work

In Which to Go to School

Manchester, on the banks of the Merrimack River, fifty-five miles from Boston, an hour and a half by train, is the largest industrial, wholesale and retail center in New Hampshire. It is the home of one-sixth of the state's population.

Manchester has splendid transportation facilities. It is served by the Boston and Maine Railroad and busses as well as Greyhound busses, and the Vermont Transit Company. Manchester is on Routes 3 and 28, eighteen miles north of Nashua, and eighteen miles south of Concord.

The population is approximately 83,000. There are many diversified industries consisting of 200 firms. The 1000 stores and specialty shops are closed on Wednesday afternoons and remain open Thursday evenings the year round.

There are 48 churches and several hotels and hospitals; five newspapers: *The Union*, *The Leader*, *The N. H. Sunday News*, *L'Avenir National*, and the *Acropolis*.

Educational institutions consist of excellent schools, a library, containing over 100,000 volumes, the Institute of Arts and Sciences, the Currier Gallery of Art, and the N. H. Historical Society.

Parks abound, there being twenty-four in Manchester.

For recreation, Manchester provides two swimming pools (Rock Rimmon and Livingston Park), three Country Clubs (Manchester, Derryfield, and Intervale), two riding academies, the Manchester Motordrome, a ski school at the Derryfield Country Club, skating rinks, Pine Island Amusement Park (four miles out), Crystal Lake, Nutt's Pond, Massabesic Lake (boating), and Bear Brook Reservation (12 miles out).

Other points of interest are a beautiful modern Post Office, a spacious Armory, an Athletic Field, and an Airport.

Manchester boasts of three broadcasting stations: WFEA, WKBR and WMUR.

A magnificent and most inspiring view of Manchester and the surrounding country, including Shirley Hill and the Uncanoonuc Mountains, may be obtained from the Reservoir and Weston Observatory.

Lake Massasecum, 34 miles, and Lake Sunapee, 50 miles, to the northwest, are popular summer resorts where there is excellent fishing; while Canobie Lake, 18 miles southeast of Manchester, is also a favorite spot where one may dance to the music of big-name bands and enjoy many other forms of entertainment.

It may be honestly said that Manchester, N. H. is a good safe place in which to live. The records of our police departments show that Manchester ranks among the safest and cleanest cities in the country.

INFORMATION

Sessions

DAY—September through June, Monday through Friday.

EVENING—September through May, Monday and Wednesday.

SUMMER—July and August (six weeks) Monday through Friday.

School Hours

DAY— 8:00 A. M. to 1:00 P. M.

EVENING—7:00 P. M. to 9:00 P. M.

All legal holidays are observed.

Vacations occur at Christmas and Easter.

Entrance Requirements. Day School

High school diploma, or approval by letter of recommendation from high school principal, or approval by the State Board of Education or by the Veterans Administration.

Veterans

The New Hampshire School of Accounting and Commerce was the first business school in New Hampshire approved under the G. I. Bill of Rights for the education and training of veterans.

Homework

Home study is required. Two factors, the course and the student, determine the amount of time required for home study. Classrooms are open every afternoon for supervised study.

Graduation

The following diplomas are granted upon the satisfactory completion of the courses of study: Bookkeeping, Senior Bookkeeping, Junior Accounting, Senior Accounting and Business Administration, Stenographic, Secretarial, Executive Secretarial, and Stenotypy. Graduation exercises are held at the end of the school year.

Honors

Gold Key: awarded for highest scholastic standing in the Executive Secretarial course, and in the Senior Accounting and Business Administration course. Gregg certificates for proficiency in shorthand and typewriting are also awarded at Commencement.

Lodging

Students may reside either at home, with relatives, in private homes, at the Y. M. C. A. or the Y. W. C. A., or at approved hotels or lodging houses.

Part-time Work

Every year certain students have the opportunity to defray part of their expenses through part-time employment. While the school is always ready to help the students obtain part-time jobs, it strongly advises them not to do more outside work than is absolutely necessary.

Railroad Fares

Students living out of the city can secure upon application special students' tickets at greatly reduced rates.

Bus Tickets

Tickets providing for reduced rates may be obtained by students for local and distant bus transportation.

Post Graduation Business Service

Because of the actual business experience of the faculty and of the headmaster who is a Certified Public Accountant, the school offers a lifetime business counseling service to its graduates.

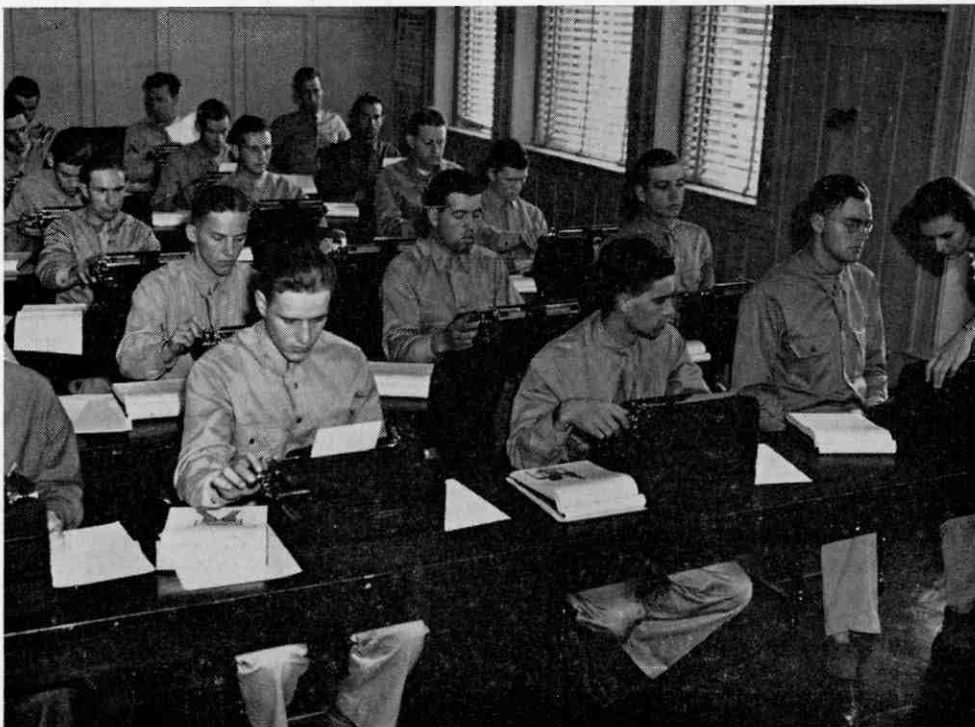
Hundreds of questions and problems concerning business, accounting, taxation and management are answered each year without obligation to the graduate.

Below is a partial list of the positions our graduates hold:

U. S. Stenographers	Receptionists
U. S. Typists	Bookkeepers
U. S. Treasury, Internal Revenue	Office Managers
Collectors	Chain Store Accountants
U. S. Treasury, Internal Revenue	Public Utility Accountants
Agents	Auditors
Public Accountants	Federal Bank Examiners
Secretaries	Credit Managers
Comptrollers	Store Managers

Placement Service

One of the most important questions in the mind of the prospective student is whether or not he will be able to secure a position after completing his course. Year after year we have been able to "boast" of 100 per cent placement records. Our placement depart-



Preparing for War—Army Clerical School

ment offers our students every assistance possible in finding and securing satisfactory positions in Manchester, in the students' own communities, or anywhere they may wish to settle and obtain employment. This service is free to both old and new graduates whenever needed.

Civil Service

Our graduates are eminently fitted for civil service positions in the secretarial, stenographic, and accounting fields. Our graduates hold top civil service positions in many of the diversified branches of the Government.

Graduates and Others Say:

"I wish to extend my congratulations to you and your staff for the splendid co-operation which you have accorded members of this command in the clerical school which was concluded recently. I have received very favorable reports from the [Army] School office on the quality of work which the men were doing at the school and in the duties which the men are now performing."

Signed JOHN I. MOORE
Colonel, Air Corps,
Commanding.



Preparing for Peace—Typewriting Class

"I am in [Army] Finance School. So far I have averaged 97.4 on 33 tests taken. I am sure that the training received at New Hampshire School of Accounting and Commerce is responsible for my success. How grateful I am for the training I received."

Signed ALBERT LAFERRIERE

"I have received my appointment as *Assistant National Bank Examiner* for the First Federal Reserve District.

This presents a grand opportunity to me. I just can't wait to get started. Thanks for your letter of recommendation."

Signed PAUL RIZZI
Milford, N. H.

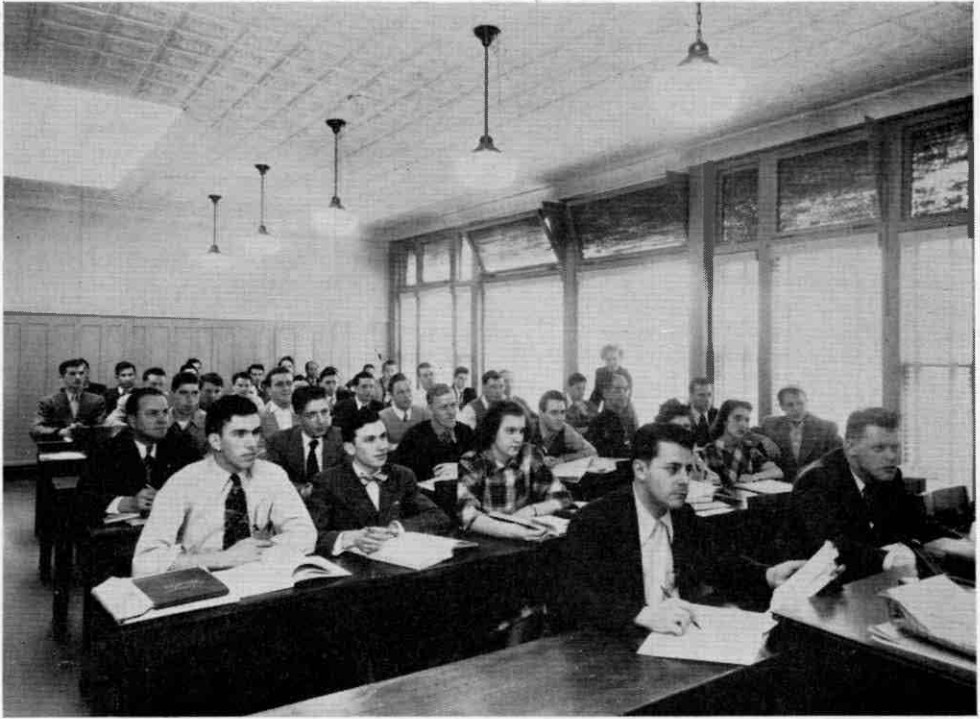
"I would like [you to prepare] six or eight questions for Fiscal and Personnel Officer examination. I am more than indebted for your kindness in doing this for us."

Signed C. F. COOK, Supervisor
Merit System Council
Concord, N. H.

"I am going to work for Lybrand, Ross Bros. and Montgomery [one of the largest Certified Public Accounting firms in the country].

Many thanks for your many services."

Signed LAURENT M. BOISVERT



ACCOUNTING CLASS

"The secretarial and accounting training I received at the New Hampshire School of Accounting and Finance following my graduation from a university has been well repaid.

It has enabled me to hold teaching positions in shorthand, bookkeeping and other commercial subjects in high schools and in junior college.

Thank you for your wholehearted help while I was a student at the school and for your interest and assistance after graduation."

Signed MARY ANDREWS

"I was very fortunate in having attended the New Hampshire School of Accounting and Finance because you were very thorough in teaching fundamentals and you also insisted that a pupil *think* a problem through. With a basis of this sort a pupil may go into various phases of accounting with a minimum of additional study.

I was lucky enough to get into an office here in Keene, The Kingsbury Machine Tool Corporation. I am in the cost accounting department and so far I like it very much."

Signed WILFRED SIMENEAU
Keene, N. H.

"Both Mr. Hall and I feel very well satisfied with Betty's year at the New Hampshire School of Accounting and Finance. Thank you for all the kindness and attention you have shown her. We certainly would recommend the school to anyone.

We have a son* who will be a sophomore this year in high school and think he will be interested in taking a business course when he finishes his high school, so we may be calling on you again some time in the future—and we wish you much success with your school and think it is very much worthwhile."

Signed RUTH B. HALL
Pike, N. H.

*NOTE: Son now attending New Hampshire School of Accounting and Commerce.

COURSES

I. EXECUTIVE SECRETARIAL AND SUBJECTS.

Approximately 2 years

- Shorthand I Theory, and Dictation to 60 w. p. m.
- II Dictation, 60-80 w. p. m. and transcription
- III Dictation, 80-100 w. p. m. and transcription
- IV Dictation, 100-120 w. p. m. and transcription
- Dictaphone Practice and Transcription
- Typewriting I Theory, and speed to 40 w. p. m.
- II 40-50 w. p. m.
- III 50-60 w. p. m.
- Accounting I Elementary Accounting (Part I)
- II Elementary Accounting (Part II)
- III Payroll Accounting
- IV Accounting Principles
- V Constructive Accounting (system building)
- English I
- English II (Letter Writing)
- Spelling and Vocabulary Building
- Filing and Indexing
- Office Machines
- Secretarial Duties and Functions
- Business Mathematics
- Business Law I
- Business Law II
- Business Psychology
- Current Business Problems
- Electives:
 - Advertising
 - Business Organization and Management
 - Economics
 - Merchandising
 - Penmanship
 - Public Speaking
 - Salesmanship
 - Shorthand V
 - Typewriting IV

II. SECRETARIAL COURSE. Approximately 1 year

- Shorthand I Theory, and Dictation to 60 w. p. m.
- II Dictation, 60-80 w. p. m. and transcription
- III Dictation, 80-100 w. p. m. and transcription
- Typewriting I Theory, and speed to 40 w. p. m.
- II 40-50 w. p. m.
- Accounting I
- II
- Business Mathematics
- English I and English II (Letter Writing)
- Spelling and Vocabulary Building
- Filing and Indexing
- Office Machines
- Secretarial Duties and Functions

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II. SECRETARIAL COURSE (Continued)

Electives:

Business Law I and II
Payroll Accounting
Penmanship
Psychology
Salesmanship

III. STENOGRAPHIC COURSE. Approximately 40 weeks

Shorthand I Theory, and Dictation to 60 w. p. m.
II Dictation, 60-80 w. p. m. and transcription
III Dictation, 80-100 w. p. m. and transcription
Typewriting I Theory, and speed to 40 w. p. m.
II 40-50 w. p. m.

English I and English II (Letter Writing)

Spelling and Vocabulary Building

Filing and Indexing

Office Machines

Electives:

Accounting I and II
Law I and II
Payroll Accounting
Penmanship
Psychology
Salesmanship

IV. SENIOR ACCOUNTING COURSE AND BUSINESS ADMINISTRATION.**Approximately 2 years**

Accounting I Elementary Accounting (Part I)
II Elementary Accounting (Part II)
III Payroll Accounting
IV Accounting Principles
V Constructive Accounting (system building)
VI Intermediate Accounting
VII Advanced Accounting and C. P. A. Problems
VIII Cost Accounting
IX Income Taxes
X Auditing and C. P. A. Problems

Business Mathematics

English I and English II (Letter Writing)

Business Law I

Business Law II

Typewriting I

Spelling and Vocabulary Building

Filing and Indexing

Office Machines

Psychology

Economics

Business Organization and Management

Current Business Problems

Electives:

Advertising
Clerical Procedure
Merchandising
Penmanship
Public Speaking
Salesmanship

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V. JUNIOR ACCOUNTING COURSE. Approximately 1 year

- Accounting I Elementary Accounting (Part I)
- II Elementary Accounting (Part II)
- III Payroll Accounting
- IV Accounting Principles
- V Constructive Accounting (system building)

Business Mathematics

Business Law I

Business Law II

English I and English II (Letter Writing)

Spelling and Vocabulary Building

Typewriting I

Office Machines

Business Organization and Management

Electives:

Clerical Procedure

Economics

Penmanship

Psychology

Salesmanship



INSTRUCTION FOR BOOKKEEPING MACHINE

OUTLINE OF SUBJECTS

ACCOUNTING I AND II *Elementary (Theory and Executive)*

No previous knowledge of bookkeeping required. Executive accounting defines accounting objectives and gives the fundamental principles of accounting, including functions and classification of accounts with laboratory practice in the art of recording processes, journal entries, posting to the ledger, controlling accounts, depreciation and reserve accounts, adjusting entries, work sheets, and construction and interpretation of financial statements.

ACCOUNTING III *Payroll Accounting*

Old Age, Federal and State Unemployment; Wages and Hours; Workmen's Compensation; Federal Income Withholding provisions; Payroll Practice Set.

ACCOUNTING IV *Accounting Principles*

Partnership and corporation accounting. Accounting for capital stock transactions, bond issues, surplus, and dividends. Voucher system and accounts used in a manufacturing business. Adjustments and financial statements for corporate enterprises. The use of special columns in books of original entry to reduce labor and increase accuracy.

ACCOUNTING V *Constructive Accounting (System Building)*

Classification of accounts, planning, designing, and installation of accounting systems. Problems of management, organization, and correlation of the



CONSULTATION WITH HEAD MASTER

accounting department with other departments. Illustrative systems, showing forms and procedures for specific types of business: department store, drug concern, financial institutions, real estate, etc.

ACCOUNTING VI AND VII *Intermediate and Advanced Accounting*

An advanced course in accounting theory and practice. Analysis and interpretation of financial statements and related matters. Working and fixed capital analysis; ratios; income account analysis, ratios, receiverships, domestic branches, consolidated balance sheets and operating statements for holding companies and subsidiaries; mergers, estates and trusts, budgets, foreign exchange, etc.

ACCOUNTING VIII *Cost Accounting*

Cost accounting for management, cost methods for manufacturing, distribution, and service operations. Cost controlling accounts and subsidiary records. Cost of materials and labor, including inventory and payroll records. Overhead budgets. Job order and process cost methods. Standard costs.

ACCOUNTING IX *Income Taxes*

The Federal Income Tax Law and Regulations covering taxable income, inclusions and exclusions, allowable deductions, bases of determining gain or loss, capital gains and losses, rates of surtax and normal tax. Practical problems and preparation of personal, partnership, corporation and estate returns.

ACCOUNTING X *Auditing*

Duties and responsibilities of an auditor. Training in auditing; kinds of audits, audit programs, audit working papers, financial statements, audit reports. C. P. A. problems.

ACCOUNTING XI *C. P. A. Coaching*

For those students who wish to take the state examinations.

ADVERTISING

Advertising in business, psychology of advertising media; preparation of copy, catalogs, bulletins, house organs, sales letters, and follow-up systems; printing technique; type, illustrations, color processes; checking results; newspaper, periodical and retail store advertising; functions of the advertising agency; proofreading; study of various samples and styles of advertising copy.

BUSINESS LAW I AND II

The primary aims of the course are to help the student acquire a knowledge of those fundamental legal principles which have high personal-use value, as well as those principles which apply to ordinary business situations, and to insure an understanding of the nature of law and its enforcement. Contracts, negotiable instruments, sales, bailments, agency, partnerships, corporations, insurance, real property, and common carriers are among the topics considered.

BUSINESS MATHEMATICS

A review of the fundamentals of arithmetic is given. The application of the mathematics of business, such as percentage, discounts, interest, partial payments, invoicing, annuities and profit and loss, is stressed.

BUSINESS ORGANIZATION AND MANAGEMENT

What business is, kinds of business, activities that facilitate business, basic essentials of a successful business. The one-man business, the partnership, the corporation, business organization and the necessity for intelligent management. It includes a discussion of and practice in modern business office procedure, location, planning and layout of office, office organization, method of selecting employees, stimulating employees, and the duties of various office workers.

BUSINESS PSYCHOLOGY

This subject deals with the application of the principles of psychology to the personal relationships of business. It covers the study of human behavior and of methods by which attitudes and actions may be directed. It treats of such matters as personal efficiency, analyzing others, influencing behavior, measurement and improvement of attitudes, the executive and employee relationship, salesman and the prospect, the supervising of employees, and other psychological principles.

CLERICAL PROCEDURE

Covers the clerical procedures to be followed by the general office worker in the various departments of an organization.

CURRENT BUSINESS PROBLEMS

A weekly discussion of timely and important problems and current developments affecting the business world. This course is offered to advanced students in the accounting and executive secretarial courses.

ECONOMICS

This course covers a general survey of the principles of economics. It examines the economic foundations of national wealth and welfare and indicates some of the simpler and more direct methods of strengthening business relations. It also covers the laws of production, wealth, labor, distribution, management, methods of exchange, manufacturing and administration.

ENGLISH I AND ENGLISH II (Letter Writing)

This course is designed to give a thorough and practical study of English as applied to business letter writing. It includes a review of the principles of grammar, punctuation, capitalization, and other mechanics of writing. Business vocabulary and oral English are stressed. Report writing is given considerable attention.

FILING AND INDEXING

Study and analysis of rules and filing procedure employed in the up-to-date business office.

MERCHANDISING

For managers, owners, retail buyers and their assistants in training for similar work. Lectures and discussions of prevailing merchandising policies and procedures based on actual practice. General principles underlying successful buying and merchandising, and the standard practice of the more successful retail stores. Discussion of the individual problems of class members.

OFFICE MACHINES

A course of instruction on such office machines as adding machines, calculating machines, bookkeeping, billing and posting machines, dictaphone and mimeograph machines.

PENMANSHIP

Includes a thorough study of the position of the body, arm and hand; and the advantage of correct posture. A plain legible handwriting is the primary objective.

PRODUCTION CONTROL, TIME AND MOTION STUDY

The fundamentals of methods engineering, motion economy, time study, rate setting, planning, scheduling, and the control of production.

PUBLIC SPEAKING

The ability to speak is a short-cut to distinction. This course covers the principles and practice of effective expression in conversation and public speaking.

SALESMANSHIP

This course gives a thorough knowledge of the principles of salesmanship.

SECRETARIAL DUTIES AND FUNCTIONS

The student is trained for those duties which distinguish the secretary from the stenographer. An analysis is made of the broad scope of the work and the student is given a thorough training in the many details in which a secretary must qualify.

SHORTHAND I (*Theory, and dictation to 60 words per minute*)

Planned to give the student a thorough knowledge of fundamentals. Emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of a basic vocabulary. Requires ability to write simple unfamiliar material at 60 words per minute.

SHORTHAND II (*Dictation: 60-80 words per minute, and transcription*)

Designed to increase the student's shorthand vocabulary with emphasis on developing speed and accuracy in making neat transcripts. 80 words per minute required.

SHORTHAND III (*Dictation: 80-100 words per minute, and transcription*)

Emphasis is placed upon mastery of the technical vocabularies of the more important lines of business; law, banking, insurance, real estate, manufacturing, merchandising, transportation, etc. 100 words per minute. Daily transcription practice.

SHORTHAND IV (*Dictation: 100-120 words per minute, and transcription*)

The material used for dictation in longer and more difficult business letters from technical fields, editorials, reports, etc. Transcription drills are continued to increase speed and accuracy.

SHORTHAND V (*Dictation: 120-140 words per minute, and transcription*)

Emphasis on attaining ability to write unfamiliar matter including difficult and technical words at above-average rates of speed. Legal dictation and Congressional Record matter are typical of the materials used. 140 words per minute transcribed at the rate of 30 words per minute.

SPELLING AND VOCABULARY BUILDING

Designed to add fluency to a command of language. It includes drills in spelling, pronunciation, definitions, synonyms, antonyms, etc.

STENOTYPY (*Machine Shorthand*)

The theory and advanced work in Stenotypy are covered as in pencil shorthand, except that additional dictation drill is given for speeds of 140-200 words a minute.

TYPEWRITING I (*Theory, and speed to 40 words per minute*)

Correct posture at the machine, parts of the typewriter and their use, and development of touch technique with emphasis on the formation of correct habits as a foundation for speed and accuracy. 40 words per minute with five or fewer errors.

TYPEWRITING II (*40-50 words per minute*)

Arrangement of business letters and envelopes, carbon copies, corrections and erasures, tabulation and statistical matter, and rough drafts. Drill to increase speed, accuracy, and rhythm. 50 words per minute with five or fewer errors.

TYPEWRITING III (*50-60 words per minute*)

Manuscripts, billing statements, legal and business papers, documents, secretarial assignments. Drills to perfect stroking technique and rhythm. 60 words per minute with five or fewer errors.

TYPEWRITING IV (*60-70 words per minute*)

Advanced course in touch typewriting for those interested in developing speed and accuracy above the average, requiring 70 words per minute with five or fewer errors.

We reserve the right to add new courses and subjects, and to eliminate others.



Students passed Internal Revenue and U. S. Treasury Special Agents' Examinations in 1948. (One not in picture)

ACTIVITIES

Students are encouraged to participate in a healthy social life during their terms of study. Supervised dances and other recreational facilities are available. The friends you make at school form an important part of your education, and many of these friendships endure for a lifetime.

The activities program is under the direction of a committee of the student body. A St. Valentine's Day Dance, parties at the Thanksgiving and Christmas seasons, a Spring Prom, and a Banquet are held each year. These activities take place at a hotel or a country club, and are for both day-school and evening-school students and their friends, the alumni, and members of the faculty.

Class meetings are held monthly. Each year officers are elected to represent the student body, and committees are appointed to arrange the various functions.



BASKETBALL TEAM

A school paper edited by the students keeps the students and faculty informed on activities.

Basketball and baseball teams function when there is sufficient student interest, and bowling teams vie with each other once a week at nearby church alleys.

Manchester and its environs provide many extracurricular activity possibilities such as: lectures at the Armory and at the Practical Arts Auditorium, a minor league baseball team, school basketball tournaments, tennis, golf, horseback riding, swimming, bowling, skating, skiing, fishing, hunting, boating and dancing at a nearby lake resort.



RAGAMUFFIN PARTY

