

TECHNICAL INSTITUTES

Technical and Commercial Schools; Art, Musical and Dramatic Institutes; Language and Preparatory Schools

INSTRUCTION.

Somewhere in France

Louis D. Neumann has been appointed private secretary to the Hon. Oscar S. Crosby, assistant secretary to the Treasurer of the United States (now in France). Foremost in the secretarial field, Mr. Neumann uses GREGG. The stenographic work of the big men gravitates eventually to

GREGG SHORTHAND
—the National System

It is easy to read, and is used in all other systems. It does away with position and shading; and is written, with light characters.

Send for "Sample Lesson 3"—Free.

The Gregg Publishing Company
Chicago 77 Madison Avenue San Francisco
*****New York*****

Register Tomorrow

Business Training Means Increased Earning Power

There is a strong demand for trained men in all positions left by the men called to the colors. The high-salaried positions and more important work will go to the men who are trained. Prepare yourself for the coming year by attending our business courses.

ACCOUNTING BUSINESS LAW ECONOMICS

Watson Students Win Honors

In the June examination for associate membership in the American Institute of Accountants, thirty-two of our students won honors. Five who acquitted themselves with special distinction were named in order of merit: Three of the first ten were: Walter George Lerner, our student, headed the list. No stronger evidence of the worth of Watson training could be offered.

Open evening during registration week, January 14th to 15th.

Tel. Carlton 4563-4564, 708 Lexington Building, New York.

WALTON SCHOOL OF COMMERCE

BOOKKEEPING ACCOUNTANCY

And Elementary Accounting

Thorough training to qualify for complete charge of set of books in any business.

OPPORTUNITIES

Unusual opportunities exist today for those with knowledge of bookkeeping and elementary accounting.

Graduate of this course are qualified to enroll in next succeeding course in Higher Accounting, personally conducted by **Frank Broaker, C.P.A. No. 1.**

Bookkeeping class starts Feb. 4th, every Monday and Thursday.

ERAKER ACCOUNTANTS CORP., Inc.
71 West 2d St., N. Y. Tel. Gram. 4890

WANTED EVERYWHERE—DEMAND UNLIMITED

EFFICIENT SECRETARIES

YOU can become one at **THE SCUDDER SCHOOL**

316 West 72d Street, at Riverside Drive
MYRON T. SCUDDER, President

The only secretarial school in New York City with dormitory accommodations. Students in attendance this year from 25 States and Canada.

The course is of special interest to high school and college graduates, and to women of maturity who want to study.

Stenotypy, stenography, typewriting, etc. Filing and library methods. Special stress on English.

CLASSES IN FRENCH: Coddier Method Used. ALSO SPANISH. Native Teachers.

Ad dress Mr. S. N. SCUDDER, Registrar, or Phone Columbus 4779.

PRIVATE SECRETARYSHIP ACCOUNTING

STENOGRAPHY AND TYPEWRITING

Any or all of these courses are **WAR EMERGENCY COURSES**, as well as courses for permanent betterment. If you would make money, take either of the above. Turn knowledge into earning power. Begin Now.

Day and Night Sessions. Circulars Upon Request.

THE MILLER SCHOOL
LEXINGTON AVE. AT TWENTY-FIFTH ST.

FILING is the one office vocation for women which is not overcrowded

DRAKE BUSINESS SCHOOL

14 Nassau St., opp. New York City Hall. Surrounding block by 45,000 offices in the midst of America's greatest business activity.

The first institution ever founded to give instruction in this profession is the **NEW YORK SCHOOL OF FILING**

179 Building, 179 B'way, N. Y. Day, Evening and Correspondence Courses. Write or catalogue.

NEW 1917 400 WORD-A-MINUTE LUSK

Standardized Universal **SHORTHAND**

The Swiftest System of Writing in the World

MOST MARVELOUS INVENTION OF MODERN TIMES. FASTER THAN ANY SPEAKER CAN ARTICULATE.

Write as fast as the swiftest Pitman's; four times as rapid as the swiftest non-Pitman's. Only one person can take, pass any civil service examination held, but also take the swiftest public books or become court reporters. Lusk shorthand takes 200 to 300 words a minute easier than any other system. A Lusk stenographer can record almost any transcription of shorthand in the English language in 10 to 15 minutes, while old style stenographers are recording at 100 words a minute. Lusk shorthand is the only shorthand system that can be learned in a few days. Lusk shorthand is the only shorthand system that can be learned in a few days. Lusk shorthand is the only shorthand system that can be learned in a few days.

LUSK INSTITUTE
221 BROADWAY, NEW YORK

What Are the Elements of Office Efficiency?

By LUTHER B. LITTLE, Metropolitan Life Insurance Company.

VISION, red tape and the adjustment of the cogs in the machine are elements of office efficiency. The vision should precede the red tape and be the basis for its manufacture. The red tape must be strong and cut only by those who are entitled to cut it. The cogs in the machine must work in exactness or the machine will break down at some vital place.

"Efficiency" is a very much overused word at this time. It is a thing which is useful so long as the end of the word does not exceed its output—if you understand what I mean. With many people it is a fad. Some people use it as a means of living, or they would probably be in the bankruptcy court if they had to practice what they preach. Some people use the word as a basis for putting into practice a half-baked highbrow notion of their own. There is a story of a man who banked so much on efficiency that he refused to have a laundry child because the upward progress of the child would not be true to the fact that in this city a few years ago an efficiency expert announced a course of lectures on business efficiency, and some substantial business men decided to take an hour a day for the ten days the lectures were to continue in order to get hints that might be of use to them in their business. The very first lecture the man who was to lay down the rules for business efficiency put the entire class waiting and waiting in a state of nervous tension by failing to put in an appearance at the lecture. He had announced the lecture would begin.

If this be the system without vision, or without a definite end in view, or without a definite plan, or without a definite method, then our business efficiency will run along the fixed lines on which it was laid down and eventually go to seed. A business, which does not have a definite end in view, or without a definite plan, or without a definite method, will be a failure. It is not a failure, but it is a failure. It is not a failure, but it is a failure.

In this issue we offer the **Fifth** of the following five subjects which are the most important in the everyday business world, all written by men who understand the subject from a practical standpoint.

Education in Finance, Dec. 16. Shortland, Typewriting and Bookkeeping, Dec. 23. Secretarial Training, Dec. 30. Accountancy, Jan. 6. Office Efficiency, Jan. 13.

Latest News of Events in the Scholastic World

ROSEMARY HALL.

The girls of the sixth form returned to Rosemary Hall, Greenwich, Conn., after the Christmas holidays a week ago Thursday and are both living and having a good time. The girls of the school were the guests of the college boys of the college during the holidays. The girls of the school were the guests of the college boys of the college during the holidays.

CAMP DIRECTORS ASSOCIATION.

W. W. Thomas, secretary of the Camp Directors Association of America, announces the next meeting for January 19 at the Faculty Club, Columbia University. The report of the special committee on the camp directors' association bookkeeping will be made at that time.

WORCESTER ACADEMY.

Worcester, Mass., Jan. 12.—Capt. Frederick H. Loring, U. S. A., retired, has been appointed military instructor at Worcester Academy and has assumed full charge of the military training of the students. Capt. Loring saw service at the Mexican border and was stationed at Westfield with the 104th Regiment until his departure for the last front in France. There will be drills Monday and Tuesday afternoons every week until the end of the school year, and all students with the exception of the varsity will be required to attend drill. Track teams must participate.

AMHERST COLLEGE.

AMHERST, Mass., Jan. 12.—The department of philosophy at Amherst has secured Prof. Arthur U. Pope to take the place of Prof. Tolp, who is serving as a military instructor at Worcester Academy. Prof. Pope, former student of President McKinley's at Brown, has studied philosophy at Cornell University and completed his Ph.D. at Harvard University. He has taken charge of the class in metaphysics and beginning with the second semester will offer courses in Plato and Aristotle. The department is pleased to have Prof. Pope, who has been studying the history of philosophy at Amherst.

NORWICH UNIVERSITY.

At a meeting of the executive committee of the board of trustees of Norwich University held at the Research Club at Norwich, it was voted to suspend the examination periods, omit the Easter recess and formal commencement exercises, and to close college on May 10. This will make it possible for students to go into agricultural or industrial work in time to be of real help in lessening the labor shortage during the coming summer. The regular engineering summer schools will begin on May 13 and continue until June 8. Entrance examinations are scheduled for the morning of June 25 and the afternoon of June 26. The college will be open in the fall on the 15th of September.

UNIVERSITY OF PENNSYLVANIA.

PHILADELPHIA, Pa., Jan. 12.—There is a report here that beginning with second semester next month all departments of the University of Pennsylvania will be closed. The regular engineering summer schools will begin on May 13 and continue until June 8. Entrance examinations are scheduled for the morning of June 25 and the afternoon of June 26. The college will be open in the fall on the 15th of September.

CONNECTICUT COLLEGE.

New London, Conn., Jan. 12.—The opening of Connecticut College after the Christmas vacation was signalled by the announcement of a \$50,000 bequest to the college for the establishment of a new building. This sum comes from the late Mrs. Evelyn McCurdy of Salisbury, widow of a Yale professor.

BROWN UNIVERSITY.

In order to meet the need of the country for workers next summer in various branches of national service, Brown University has announced that it will suspend the calendar, conducting the college year into a shorter period, but without the loss of any class room or laboratory work. The second semester will be held for three weeks and commencement day will come on Wednesday, May 29.

THE INTERCOLLEGIATE HISTORICAL COMPETITION

PROMPTED by the appeal for a wider interest in the study of American Catholic history, made by Rev. H. H. Tully, S. J., in his address before the United States Catholic Historical Society of New York at its annual meeting on March 7, 1917, the council of the society determined to offer a prize of one hundred dollars for a historical essay to be competed for among the students of the Catholic colleges of the United States for the college of 1918. The prize was to be given to the best essay on any one of the following topics: (1) The Centenary of the American Revolution (1776-1918), Catholic Landmarks and Achievements in the United States; (2) The American Catholic Church in the United States; (3) The American Catholic Church in the United States; (4) The American Catholic Church in the United States.

INSTRUCTION.

FOR BOYS AND YOUNG MEN, NEW YORK CITY, NEW YORK.

PREPARE NOW

to receive your share of the great property that now awaits the country. The demand for trained, trained officers, assistants, accountants, stenographers, and secretaries will be ever so great as now. Thousands of attractive positions are opening every day for those who are qualified to fill them. Be prepared now by starting to-day.

AT THE

school which has nearly 50 years of success behind it, the school which has graduated thousands of men and women fully equipped and able to make their way in the business world. Commercial, stenographic and secretarial courses; higher accounting, cost accounting, and auditing; bookkeeping; and for prospective solicitors.

ENTER AT ANY TIME.

PACKARD COMMERCIAL SCHOOL
281 Lexington Ave., 13th St., N. Y. C.

How Can I Increase My Income and Efficiency?

If it is advisable to change one's Vocation, to improve one's mastery in it, it is an important possibility, made doubly so through

PERSONAL COUNSEL ON EFFECTIVENESS, ON VCCA (VOCATIONAL AND INDUSTRIAL) COUNSELOR.

Explainer Interview if Desired. Chelsea 4054. Office 90 Fifth Ave.

Public Speaking

a practical course covering correct expression for the ordinary occasions of life as well as for speaking in public.

Breathing exercises, physical exercises, drill, vocabulary, and the use of the voice for the purpose of clearness, force, and interest. Improvement of diction by sentence types, psychological principles of oral expression.

Write for details of class groups, course, and conditions. Free literature. Write to

PACE INSTITUTE,
30 Church St., New York.

Walworth INSTITUTE

BROADWAY AT 72D ST.

Secretarial Course, Stenography, Typewriting, Bookkeeping, and all individual instruction, Day and Night, by High-Class Experts. Write for Catalogue or send for Catalogue. Tel. 244 Columbia.

New York Preparatory SCHOOL

FOUNDED 1872

Secretarial Course, Stenography, Typewriting, Bookkeeping, and all individual instruction, Day and Night, by High-Class Experts. Write for Catalogue or send for Catalogue. Tel. 244 Columbia.

REGENTS COLLEGE EXAMINATIONS

NEW YORK

Special course in NAVIGATION for those desiring to enter the NAVY.

PRINCETON UNIVERSITY.

Princeton, Jan. 12.—Princeton University is faced by a "war deficit" of \$31,250,000 this year. At present the deficit stands at \$10,000,000 above this figure, but it is expected that the graduate council fund will be available against leaving the former sum to be raised by alumni and friends of the university.

UNIVERSITY OF ILLINOIS.

URBANA, Ill., Jan. 12.—The annual short course in highway engineering at the University of Illinois will be held January 14 to 19. While the usual attendance is 100, the number of students in attendance this year is expected to be 150. The course is of special interest to highway engineers, county commissioners, engineers, contractors and others who in their official duties or private practice have occasion to plan, design, supervise or construct country roads and city streets.

NEW HAMPSHIRE COLLEGE.

CONCORD, N. H., Jan. 12.—Trustees of New Hampshire College, meeting here, authorized the president to establish an emergency fund of \$10,000 for the purpose of providing for the needs of the college during the coming year.

THE U. S. SECP'RIAL SCHOOL

281 Lexington Ave., 13th St., N. Y. C.

NEW YORK COLLEGE

150 East 84th St., N. Y. C.

NEW YORK'S PRIVATE SCHOOLS

281 Lexington Ave., 13th St., N. Y. C.