

# Intensive Secretarial Course

*Average Time to Complete —  
40 Weeks*

**Combining Shorthand and  
Bookkeeping Training and  
Secretarial Practice in the  
Shortest Time Consistent  
with Thorough Preparation**



Seventy-Second Year  
**BRYANT-STRATTON COLLEGE**  
Providence, Rhode Island

*Has no connection with any institution of similar name*

## **Foreword for Intensive Secretarial Course**

(AVERAGE TIME TO COMPLETE — 40 WEEKS)

**T**HIS course is specially designed to meet the needs of qualified students who are desirous of developing ability in Stenography and Bookkeeping in the shortest possible time and with the smallest financial outlay.

The subjects included in this course, and the number of hours apportioned to each subject, particularly the major subjects — Shorthand, Typewriting, and Bookkeeping — represent the minimum requirement for thorough training, based on what the College has determined from scientific tests and long teaching experience.

Bryant-Stratton standards, recognized by business employers, educators and thousands of successful graduates now occupying responsible positions, are upheld in this, as in every course offered by the College.

For those desiring a broader training, with higher speed requirements in Shorthand and Typewriting, the College recommends a course of training over a longer period, the Executive Secretarial Course (48 weeks), for graduates of commercial high school course; or the One-Year Secretarial Course (48 weeks), for graduates of academic or classical high school courses.

## **The Intensive Secretarial Course**

**TIME TO COMPLETE 40 WEEKS**

### **First Term (20 weeks)**

**BOOKKEEPING, A-17**  
Recording Business Facts;  
Debits, Credits, Trial Balances

**SECRETARIAL ACCOUNTING, A-16**  
Personal Accounts; Lectures;  
Laboratory Work

**SHORTHAND, St.-1**  
Theory; Word Signs; Easy  
Dictation

**TYPEWRITING, T-1**  
Keyboard; Touch; Rhythm;  
Speed Drills

**BUSINESS ENGLISH, E-1**  
Grammar; Composition

**WORD STUDY, E-9**  
Spelling; Dictation

**RAPID CALCULATION, M-5**  
Intensive Work in Arithmetic  
for Accuracy and Speed

**PENMANSHIP, P-1**  
Position; Legibility; Speed

**LABORATORY WORK**  
Problems; Assignments; Col-  
lateral Reading; Drills in  
"Skill" Subjects; Tests; Ex-  
aminations

### **Second Term (20 weeks)**

**SHORTHAND, St.-2, St.-3**  
Dictation in Advanced Corre-  
spondence and Business Data;  
Speed and Accuracy Drills

**TYPEWRITING, T-2, T-3**  
Quality Work in Transcrip-  
tions; Time Limit for Assign-  
ments

**SECRETARIAL TECHNIQUE, O-3**  
Editing Dictated Matter; Re-  
search Work; Secretarial  
Duties

**OFFICE PRACTICE, O-1**  
Survey of Business and Office  
Procedure; Indexing; Filing;  
Office Appliances

**BUSINESS CORRESPONDENCE, E-5**  
Effective Business Letters;  
Form Style; Composition;  
Word Study, Vocabulary  
Building

**PERSONALITY DEVELOPMENT, Ps.-2**  
Lectures on Business Ethics;  
Office Duties and Deportment;  
Manners; Dress; Voice; Dic-  
tion

---

### **LABORATORY WORK**

**Tuition**—The cost of tuition for the year of 40 weeks is \$275.00 payable as follows:

**Plan A**—\$68.75 for each term of ten weeks payable in advance. A saving of \$15.00 is effected by this yearly method of payment.

**Plan B**—If desired, the tuition may be paid monthly at the rate of \$29.00 each 4 weeks in advance for the year (40 weeks).