

EDUCATIONAL OPPORTUNITIES

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

INSTRUCTION.

Every available Accountant has been drawn into Government or other technical employment.

Prices must be determined on the intricate cost-plus basis. Taxes on Income and Excess Profits must be calculated. Securities are being issued and marketed. War and other funds must be administered. Operating staffs must be organized. All these war-time activities create an extraordinary demand for men and women trained in Accountancy.

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INSTRUCTION.

HOW TO BECOME A STAR SALESMAN

How thousands of clerks, bookkeepers, mechanics, farmers and other poorly paid workers become high-powered salesmen, earning \$2,500 to \$10,000 a year.

By J. P. BURHAM.

A new type of salesman is rapidly coming to the fore in modern business. Today's business recognizes that salesmanship is a science—that the man who can sell goods or real estate or clothing can sell sewing-machine supplies or tooth paste or groceries or anything else.

Men Who Made Good.

A young man in San Francisco who was formerly a carpenter in the \$200-\$300 a year class of salesmen. A former \$15 a week clerk in Chicago is now selling goods to many of the largest firms in the United States and has earned more than \$100 a day. Last year a man in Dayton, Ohio, earned \$800 as a clerk. This year he has earned \$6,500 as a salesman and was recently promoted to sales manager.

Walton Students Win Success

In the June, 1917, examination for associate membership in the American Institute of Accountants sixty-eight men were successful. Of these, eight were Walton graduates. Five men who acquitted themselves with special distinction were named in order of merit. Three of the five were Walton students, and George Lormer, our student, headed the list.

No stronger evidence of the worth of Walton training could be offered. There is a strong demand for trained men and women to fill accounting positions with the Government—and to carry on the work of those called to service.

Prepare yourself for success by entering our courses in Accounting, Business Law, Economics, Evening Classes or Correspondence Instruction. Call today for personal interview or write for bulletin. Telephone Cortlandt 4563-4564.

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THE MILLER SCHOOL

LEXINGTON AVE. AT TWENTY-THIRD ST.

INSTRUCTION.

In this issue we offer the first of the following five subjects which are the most important in the every day business world. Each of these articles are written by men who understand the subject from a practical standpoint.

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

Education in Finance as City Bank Plans It

Forty-five Courses Provided, With 1,075 Men Enrolled—Spanish, Russian, French and Italian Taught as Preparatory for Service in Its Foreign Branches.

WHILE the universities and business colleges in modern days have been supplying to the business world a large number of specially trained men, their number has not been equal to the demand and it has been found necessary to supplement the work of the schools by special courses of instruction in the institutions employing graduates of public and private schools or colleges.

The National Salesmen's Training Association, which has been organized to meet the demand for salesmen, has been organized to meet the demand for salesmen, has been organized to meet the demand for salesmen.

The success of the first year's experience in bringing a group of college trained men into the bank has led to the drawing up of a plan whereby the facilities of the City Bank may be used in further cooperation with the various universities and colleges.

The universities recommend three seniors and three sophomores or juniors to be admitted to the bank of 20 training classes. The selection of students by the bank is based on character, scholarship, personality, practical experience and a knowledge of languages.

Each student entering the bank under the terms of this scholarship is required to pursue certain courses of study, such as the history of the world, civics, economics, commercial geography and a language.

Each man entering the National City Bank in preparation for foreign service must be prepared to spend the greater portion of his life in that field and he must be willing to go to any country to which the bank may desire to send him.

Every man entering the bank of 20 training classes is required to spend two summer vacations at the bank between the sophomore and junior years and between the junior and senior years.

Each man entering the National City Bank in preparation for foreign service must be prepared to spend the greater portion of his life in that field and he must be willing to go to any country to which the bank may desire to send him.

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Become a Stenographer Learn the New Way at Home

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A wonderful new method of teaching shorthand and typewriting has been discovered which has completely revolutionized all old teaching standards. No longer is it necessary to be anything less than an expert stenographer. Instead of learning slowly, laboriously, imperfectly and expensively, the New Way enables you to learn quickly and perfectly at home at very little cost, and so easily that in a few short weeks you become more competent than many stenographers with years of experience.

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The New Way is so amazingly easy to learn, so simple, so fascinating, that any one can read—even boys and girls of 15—can now quickly and accurately write on word in shorthand in writing 125 to 150 words a minute, and can instantly read every word of their shorthand notes. And instead of typewriting 15 to 20 words a minute with one or two fingers, they can operate 30 to 100 words a minute blindfolded, using ALL fingers, writing with amazing ease, and without error.

The secret of the New Way in Shorthand is borrowed from the methods used in teaching shorthand in one year in the most famous shorthand schools. The NEW WAY in Typewriting includes special GYMNASIUM FINGER TRAINING which brings results in days that ordinary methods will not produce in months.

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Two as rapid as the swift Pitmanic; four times as rapid as the swift non-Pitmanic. All text books ever published that enable stenographer now to not only take letters faster than any person can talk, but also to write them faster. Lusk stenographers take 200 to 400 words a minute. An old style stenographer can write almost any frequently used phrase in the English language in two to four minutes, while old style stenographers require a minute or more. Pitman, Graham, Munson, Harris, Munn, Demott, or any Pitmanic stenographer can do it. Beginners knowing absolutely nothing about shorthand are taught the Lusk books will accomplish for you in a few months what formerly required a year. Lusk books will enable you to take letters in the office, at home, or in the field, and capable of assuming the obligations of world citizenship.

The experience of the National City Bank leads to the belief that the future of this country as a successful nation will be determined by the quality of the men who are to-day being trained in the various schools, universities and our leading business institutions.

STENOGRAPHERS ARE WANTED.

John A. McHenry, president of United States Civil Service Commission at Washington, D. C., makes the following patriotic appeal:

"The United States Government is in urgent need of thousands of typewriter operators and stenographers and typewriters. All who pass examinations for the departments and offices at Washington, D. C., are assured of certification for appointment. It is the manifest duty of citizens with the special knowledge to use it at this time. The Government will be of most value to the Government. Women especially are urged to undertake this office work. Those who have not the required training are encouraged to undergo instruction at once.

"Examinations for the departmental service for both men and women are held every Tuesday in 426 of the principal cities of the United States, and applications may be filed with the commission at Washington, D. C., at any time.

"The entrance salary ranges from \$1,000 to \$1,200 a year. Advancement of capable employees to higher salaries is reasonably rapid.

"Applicants must have reached their eighteenth birthday on the date of examination.

"For full information regarding the scope and character of the examination and for application blanks address the United States Civil Service Commission, Washington, D. C., or the secretary of the United States Civil Service Board of Examiners at Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Atlanta, Ga.; Cincinnati, Ohio; Chicago, Ill.; St. Paul, Minn.; St. Louis, Mo.; New Orleans, La.; Seattle, Wash.; San Francisco, Cal.; Honolulu, Hawaii, or San Juan, Porto Rico."

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