

The Dorothy Durham School For Secretaries

NOTED FOR QUALITY

Special intensive business course designed for people forced by circumstances to earn their own way and do it in the shortest time possible.

Graduates Placed in Positions

DOROTHY ROCKEFELLER DURHAM

300 Russ Building

Phone DO uglas 6495



The Center of Western Progress

COURSES OFFERED

GREGG SHORTHAND	PRINCIPLES OF
TOUCH TYPEWRITING	AUDITING
BUSINESS ENGLISH	INTRODUCTORY
BUSINESS	ACCOUNTING
CORRESPONDENCE	C. P. A. PROBLEMS
SPELLING	BOOKKEEPING
SWITCHBOARD	MACHINES
FILEDING	ADDING MACHINES
LEGAL FORMS	CALCULATORS
LEGAL STENOGRAPHY	DICTATING MACHINES
MODERN	COMMERCIAL
BOOKKEEPING	MATHEMATICS

Review Courses Are Also Offered in the Above Subjects.

*Business Organization and Administration
Psychology of Selling and Advertising
Money and Banking Public Speaking
Business Economics Commercial Law*

*Individual Instruction
for Individual
Needs*



*Specialists in
Commercial
Courses*

*The Portal of Commercial Leadership
and the home of the*

CALIFORNIA SECRETARIAL SCHOOL

A School of Modern Business

Evening
School
6:40 to 9:10
Mon. & Thurs.



Day School
9 to 12
1 to 4

(Established 1920)

Founded and Conducted by Benjamin F. Priest

SUITE 928—RUSS BUILDING

SAN FRANCISCO, CALIF.