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BULLETIN No. 51—1918
BUREAU OF EDUCATION
DEPARTMENT OF CITY SCHOOLS

PHILIPPINE SCHOOL
OF COMMERCE



MANILA
BUREAU OF PRINTING
1918



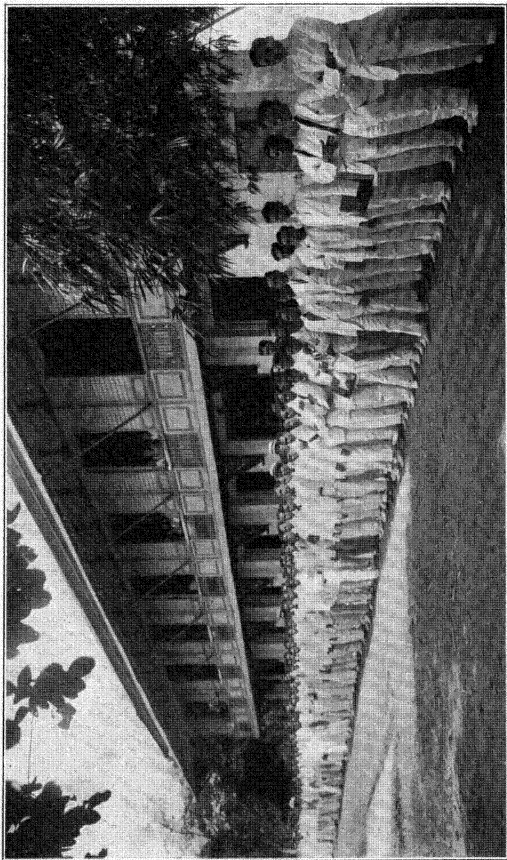
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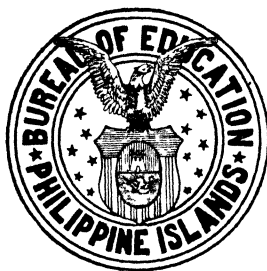
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PRESENT QUARTERS OF THE PHILIPPINE SCHOOL OF COMMERCE.

BULLETIN No. 51—1918
BUREAU OF EDUCATION
DEPARTMENT OF CITY SCHOOLS

PHILIPPINE SCHOOL OF COMMERCE



MANILA
BUREAU OF PRINTING
1918



FOREWORD

It is now five years since the last formal announcement of the Philippine School of Commerce was published. Since then the school has moved to other quarters, new teachers have come to take the places of the old, and new equipment has been provided. While the fundamental aims of the school still remain the same, many changes have been made in the details of the courses of study. The entrance requirements have been raised, the four-year course in commerce has been shortened to three years, and a special one-year course in stenography has been added. Under such circumstances the publication of a new catalogue becomes an obvious necessity.

W. W. MARQUARDT,
Director of Education.

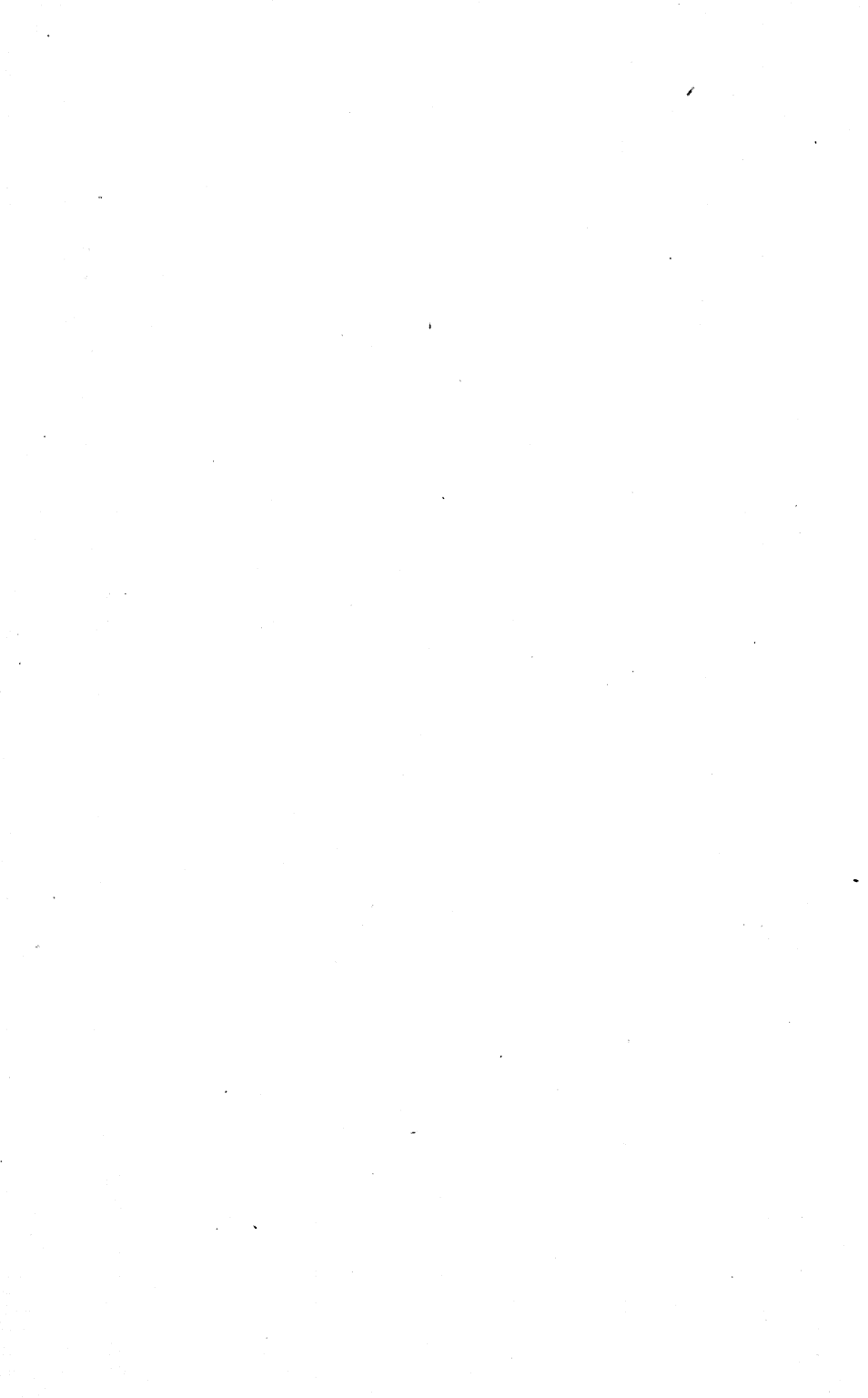
MANILA, *February 15, 1918.*

Philippine Library & Museum
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THE FACULTY

E. J. DEYMEK.....	Principal, bookkeeping.
ELIZABETH G. O'MALLEY.....	English.
MAMIE F. LEWIS.....	Commercial law and commercial arithmetic.
LUIS F. REYES.....	Typewriting, penmanship, and Spanish.
BELLE MURPHY.....	Bookkeeping and commercial geography.
CAROLYN L. ST. CLAIR.....	Pitman stenography.
HIRAM MERRIMAN.....	Gregg stenography.
FLORENTINA ARELLANO.....	Spanish.
JOSE ALBA.....	Gregg stenography, night school.
FRANCIS HENLEY.....	English, night school.
CIRIACO DE LEON.....	English, night school.
CLARENCE W. MILLER.....	Pitman stenography, night school.
F. E. VITZ.....	Commercial arithmetic, night school.
PETER GRADY GARRETT.....	English, night school.
CORNELIO DUQUE.....	Typewriting, night school.
JOSE NICOLAS.....	Property clerk.



THE SCHOOL

HISTORICAL SKETCH

The organic act which established the Civil Government in the Philippine Islands in 1901 made provision for the establishment of the Philippine School of Commerce. The school was not organized, however, until 1904, when, under the name of Manila Business School, it was opened and conducted for a period of four years as a part of the city school system.

In 1908, on account of the fact that the great majority of the pupils came from the provinces, it was made an Insular school and its name was changed to the Philippine School of Commerce. A four-year course in commerce was added to the existing courses in typewriting, bookkeeping, stenography, and telegraphy.

The elimination of intermediate classes began with the school year 1909. By the end of the school year 1913, all intermediate classes were eliminated and the school given secondary standing.

In 1911 the school was again placed under the supervision of the superintendent of city schools for administrative purposes, but retained its status as an Insular school. During the same year the course in telegraphy was discontinued, as the telegraph school conducted by the Bureau of Posts offered better facilities for practical training in that subject.

An important step was taken in 1912, when a one-year course in stenography for high-school graduates was introduced. This course has been continued with great success since its establishment.

In 1917 the requirements for entrance were raised and candidates are now admitted only upon satisfactory completion of the first year of the secondary course.

LOCATION

The school now occupies a large building at 28 Calle Aviles, San Miguel. Accomodation is limited to about four hundred pupils. The school is easily reached from any section of Manila by electric car lines.

POSITIONS FOR WHICH STUDENTS ARE PREPARED

The School of Commerce offers courses in practical business training which prepare students to occupy position as:

Bookkeepers.	Stenographers.	Translators.
Clerks.	Typists.	Salesmen.
Cashiers.	Commercial teachers.	

There are also special courses to prepare the student for civil-service examinations.

Practically all of the graduates of the School of Commerce obtain immediately after graduation positions paying an entrance salary of not less than ₱40 to ₱60 per month and offering sure promotion to those who demonstrate ability and efficiency.

The Philippine School of Commerce supplies a large majority of the stenographers and bookkeepers for the business houses of Manila and over 90 per cent of those in the Government service. All graduates are now employed, and the school has a long list of positions for which it is unable to supply men. The demand for the expert stenographers and bookkeepers, both in the Government service and in the business houses of Manila, is far above the supply.

OPPORTUNITIES FOR PROMOTION

During 1917 a statistical study was made of the salaries of some 400 students and alumni of the Philippine School of Commerce in order to determine the average rate at which the salaries of graduates increased with each additional year of service. The average salary one year after graduation was found to be ₱47; two years after graduation, ₱70; three years after graduation, ₱62; four years after graduation, ₱107; five years after graduation, ₱94; six years after graduation, ₱117; seven years after graduation, ₱94; eight years after graduation, ₱144; nine years after graduation, ₱193; ten years after graduation, ₱223.

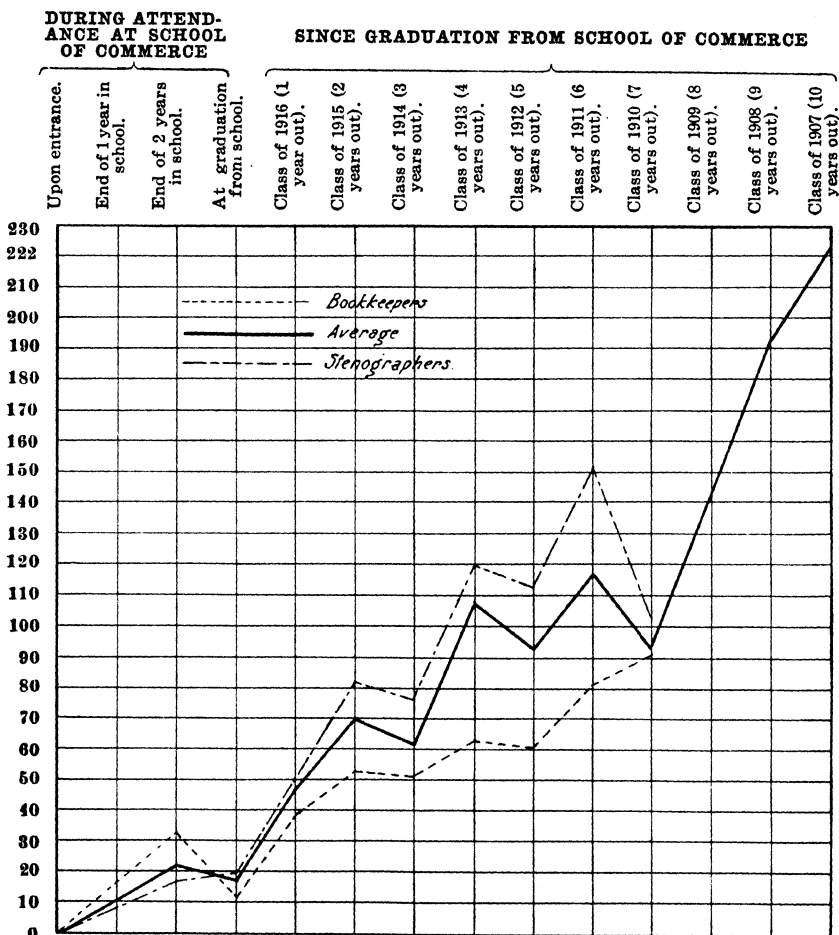
It would appear from this study that a student of average ability will begin work immediately after graduation at a salary of about ₱50 per month. He may reasonably expect, five years after graduation, to be receiving not less than ₱100 per month; and ten years after graduation, not less than ₱200 per month. A student of more than average ability may expect to begin work at a considerably higher salary and to advance much more rapidly. It is not uncommon for the more capable graduates to be receiving ₱100 per month within one year after graduation; and within five years their salaries will have increased to from ₱150 to ₱200 per month. A member of the class of 1915, who has been out of school only three years, is now receiving ₱250 per month.

The Philippine School of Commerce does not train millionaires, nor will the averages salaries of its graduates equal the

average salaries of university graduates. But it does offer a shorter road to a better salary than that offered by the ordinary high school. And its graduates, in case they should later go through a university, are better equipped for professional careers than are those who have not had the advantage of a specialized business training.

SALARY INCREASE OF COMMERCE GRADUATES

Table indicating monthly salary in pesos of students and graduates of the Philippine School of Commerce, as determined by a study of 400 students and alumni.



The figures on which this table is based were taken from statistical studies made in March, 1917.

A study was made of 261 students in attendance at the school and of 185 alumni.

The figures on which the increase is reckoned for the ten years following graduation are taken from the present salary average reported by each of the ten classes, i. e., that salary taken for one year after graduation is the present average of the class of 1916, that for two years after graduation, the present average of the class of 1915, etc.

From 1907-1910, inclusive, only one commercial course was given.

ENTRANCE REQUIREMENTS

No student who has not completed at least the first year of the high school course will be admitted to the Philippine School of Commerce.

To students who have completed the first year or more of the high school course, but who are not high-school graduates, three courses are open—the regular three-year commercial course, the special two-year course in bookkeeping, and the special two-year course in stenography. It should be noted, however, that only those who are very proficient in English and arithmetic, and who show a special aptitude for bookkeeping or stenography will be admitted to the special two-year courses in these subjects.

In addition to the three courses already mentioned there is also offered a special one-year course in stenography which is open to high-school graduates only.

No student who is deficient in English should seek admission to the school.

DIPLOMAS AND CERTIFICATES GRANTED

A graduate of the regular three-year commercial course is given a commercial diploma showing that the holder is a high school graduate who has completed the commercial course.

A graduate of the special two-year course in bookkeeping is given a certificate showing that the holder has completed the special two-year course in bookkeeping.

A graduate of the special two-year course in stenography is given a certificate showing that the holder has completed the special two-year course in stenography. But this certificate will not be issued until the graduate has completed from three to six months satisfactory service as a stenographer.

A graduate of the special one-year course in stenography is given a diploma showing that the holder, in addition to being a high-school graduate, has completed the special one-year course in stenography. But, as in the case of graduates of the two-year course in stenography, this diploma will not be issued until the graduate has demonstrated his ability as a stenographer by having rendered from three to six months satisfactory service.

MATRICULATION

Students may matriculate during the first two weeks of school. New students will not be admitted later than two weeks after the opening of school. Students coming from distant provinces should be present on the opening day. Old students returning to the school are registered ahead of new pupils.

EXPENSES

Satisfactory board and lodging can be obtained within a short walk of the school for from ₱16 to ₱20 per month. Several excellent dormitories are within easy reach of the school. Among them are:

For boys:

Cathedral Dormitory, 606 Taft Avenue, Ermita.
 Ellinwood Boys' Dormitory, Wright and Tennessee.
 Methodist Episcopal Boys' Dormitory, Isaac Peral.
 Sta. Rita's Hall, Taft Avenue.
 Students' Y. M. C. A., Arroceros.

For girls:

Ellinwood Girls' Dormitory, 605 Tennessee, Malate.
 Methodist Episcopal Girls' Dormitory, 209 Gral. Luna.
 Normal Hall, Girls' Dormitory, Taft Avenue.

As these dormitories are usually filled before the opening of the schools, reservation should be made early.

The cost of books for the different courses is approximately as follows:

Commercial course:

First year	₱15.50
Second year	16.00
Third year	9.00

Bookkeeping course:

First year	15.00
Second year	16.00

Stenography course:

First year	11.00
Second year	10.00

One-year course in stenography.....	8.00
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The only additional expense is the matriculation fee, ₱2, which every student must pay upon entrance.

A number of boys earn all or part of their expenses by working as house boys, clerks, and typists. The school does all it can to help the deserving students, but no one should come unless he has arranged for sufficient funds to pay his expenses for at least one year.

SCHOLARSHIP

The courses are so arranged that three hours of home study are required for a successful preparation for the next day's work. The school prepares students primarily for business careers; and no one who is not serious of purpose or commercially inclined should enter. If a student demonstrates after two or three months that he is unable to keep up with his studies, he will be advised to go elsewhere.

Report cards are issued five times a year, or soon after August 1, October 1, December 1, February 1, and April 1. These

report cards should be carefully studied by the parents and returned properly signed.

ATTENDANCE

Students must be regular and punctual in attendance. Absences are classified as excusable and inexcusable. Excusable absences are those caused by sickness or for other reasons beyond the student's control. An excuse must be presented, signed by the parent, guardian, or doctor, before a student may re-enter school. Three cases of inexcusable absence in a semester are considered sufficient cause for suspension until the pupil can guarantee that he will thereafter be punctual and regular in attendance.

DISCIPLINE

The cardinal business virtues—neatness, accuracy, punctuality, industry, and reliability—are insisted upon. The good reputation of the school and its graduates demands that only those who prove themselves worthy of a business man's confidence be permitted to remain in school.

MILITARY TRAINING

Military drill twice a week is compulsory for every boy in the school, exemption being made only *in the case of poor health*. This drill is in charge of student officers under the supervision of constabulary officers.

LIBRARY

The school library is well stocked with books on almost every topic of interest to a business man. It contains now about 1,000 volumes and additions are constantly being made. Spacious quarters have been provided for the library and reading room and every encouragement is given the students to widen their knowledge of English by the reading of good books, newspapers, and magazines.

The number and variety of periodicals which the library provides is exceptionally large. These include four newspapers—two published in English, one in Spanish, and one in English and Spanish. In addition to the newspapers there are twenty magazines. Students will find here, System, Business Educator, Advertising and Selling, reports of commercial bodies, etc. A library fund is raised by imposing a fee upon each student at matriculation.

COMMERCIAL MUSEUM

In connection with the course in commerce and the study of commercial geography, a commercial museum is maintained. Organized in 1908, the museum has developed until there is

now a collection of about 2,500 specimens showing the raw materials of commerce in the Philippines, the processes of manufacture, the varieties and grades of finished products of different industries, and methods of packing and transportation.

Nearly all of the specimens have been obtained through the aid of the pupils in the commercial geography classes and by exchanging products with schools in the United States. Additional specimens have been acquired through gifts or purchase from commercial houses, carnival exhibits, and the various Government Bureaus. A very valuable collection of foreign specimens has been obtained from the Philadelphia Commercial Museum.

TYPEWRITING CONTESTS

The Remington Typewriter Company conducts an annual typewriting speed contest with very attractive prizes for winners. So far every contest has been won by students from the night school. Special instruction in finger gymnastics is given to advanced students in typewriting who wish to enter this competition.

NIGHT SCHOOL

A commercial night school is conducted five nights a week for the accommodation of young men and women who are employed during the day. Graduation from an intermediate school, or an equivalent education, is required for admission. The subjects taught are arithmetic, bookkeeping, business correspondence, English, stenography, and typewriting. In addition, short special courses are offered to prepare students for various civil-service examinations. Classes in these special courses may be organized at any time during the year as the demand for them arises.

During the year 1917 very successful dictation classes were organized for the benefit of those who were already employed as stenographers but who wished to increase their speed. Out of 75 who passed the junior and senior stenographer's examinations, 70 were members of these training classes.

SUMMER SCHOOL

During the summer of 1917 afternoon sessions were held for the benefit of those who wished to continue their studies. Speed dictation and advanced typewriting were offered. Should the demand continue, these courses will be offered again this summer. The hours are arranged to suit the needs of the majority of the students.

THE COURSES OFFERED

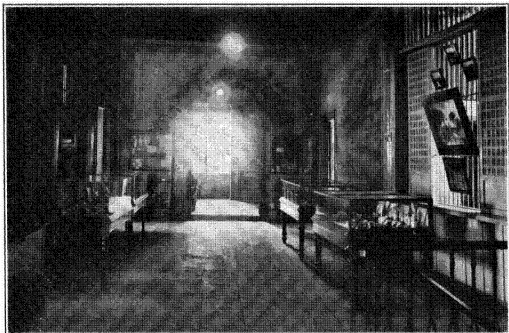
COMMERCIAL COURSE

The commercial course covers a period of three years and leads to a secondary diploma in commerce. The course is a combination of the two-year bookkeeping and stenography courses; and since graduates of this course are qualified in both bookkeeping and stenography, a much wider field of employment and greater opportunities for promotion to responsible positions are open to them than to graduates of the shorter courses. Training in English is exceptionally thorough, more time being devoted to English than in other secondary courses. No attempt is made to teach English literature and all effort is concentrated upon English composition; for it is recognized that a thorough mastery of English, especially of written English, is absolutely essential to a successful stenographer. In order that the student may understand something of business conditions in the Philippines and elsewhere, and may grasp the fundamental principles underlying all business transactions, a brief study of commercial geography, commercial law, and economic conditions in the Philippines is undertaken. The value of a knowledge of commercial arithmetic to one who expects to enter a business career is too obvious to need comment. Thorough drill in this subject is provided. The extent to which Spanish is still a commercial language in the Philippines is recognized and the foundations are laid for the acquisition of a knowledge of Spanish sufficient to meet the ordinary demands of business.

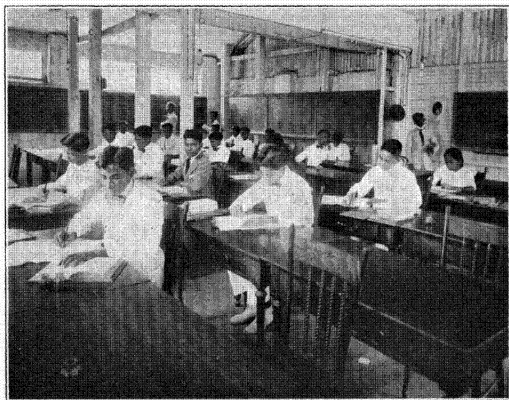
A graduate of the commercial course should have a knowledge of English above that of the average high-school graduate. He should have a fair grasp of business principles, some knowledge of business conditions in the Philippines, and at least an elementary knowledge of Spanish. He should be both an expert stenographer and a competent bookkeeper. He should be able to obtain immediately a position paying a substantial entrance salary and offering excellent opportunities for promotion.

TWO-YEAR BOOKKEEPING COURSE

The special two-year course in bookkeeping corresponds very closely to the first two years of the commercial course. The only differences are a slight change in the English requirement



A PART OF THE COMMERCIAL MUSEUM.



A CLASS IN ADVANCED BOOKKEEPING.

and the substitution of Spanish for stenography in the second year.

A graduate of this course should be both a competent book-keeper and a typist, but will have no knowledge of stenography. He should be able to obtain immediately after graduation a position paying from ₱40 to ₱60 per month and offering good opportunities for promotion. The course is intended for those who wish to acquire a specialized business training in less time than is required to complete the full commercial course.

TWO-YEAR STENOGRAPHY COURSE

The special two-year course in stenography, like that in book-keeping, corresponds quite closely to the first two years of the commercial course, with the exception that stenography is substituted for bookkeeping. Spanish is included in the second year and the work in commercial arithmetic is reduced to one semester in order to provide for a semester's work in business practice—the making out of checks, invoices, statements, receipts, bills of lading, etc., and the operation of adding machines, mimeographs and other labor-saving office appliances. In order that more time may be devoted to typewriting, penmanship is eliminated from the first year.

A graduate of this course should be an expert stenographer and typist, but will have no knowledge of bookkeeping. He should be able to obtain immediately after graduation a position paying from ₱40 to ₱60 per month and offering good opportunities for promotion. This course, like that in bookkeeping, is intended for those who wish to acquire a specialized business training in less time than is required to complete the full commercial course.

Only those whose English attainments are above the average are advised to seek entrance to the stenography courses. Experience has shown that it is a waste of time for those who are weak in English to take these courses.

ONE-YEAR STENOGRAPHY COURSE FOR HIGH-SCHOOL GRADUATES

The special one-year course in stenography is open to high-school graduates only. It is expected that a high-school graduate will already possess a knowledge of English such that a single year devoted to the intensive study of business English will enable him to meet successfully the English requirement demanded of an expert stenographer. The course is limited to an intensive study of business English, stenography, and typewriting. Brief reviews of arithmetic and other subjects in

preparation for civil-service examinations are usually given, but are not a regular part of the course. Since two years' work in both typewriting and stenography is compressed into a single year, at least two periods a day must be devoted to each of these subjects.

The high-school graduate who completes the special one-year course in stenography is on the whole better equipped for a business career, than are the graduates of any of the other commercial courses. He has no knowledge of bookkeeping or of commercial law it is true; but to offset this, he should have a better mastery of English and possesses a knowledge of history, of higher mathematics, and of the sciences which the graduate of a purely commercial course does not have. He is in a position either to obtain a good business position immediately or to enter the university in preparation for a professional career. His knowledge of stenography is an asset in either case.

The average salary of the members of the 1917 class in the one-year stenography course already (January, 1918) exceeds ₱100 per month; and several earlier graduates of the one-year stenography course are now holding responsible positions in the Government service and with commercial houses paying salaries of over ₱200 per month.

THE COURSES IN OUTLINE

1. COMMERCIAL COURSE

First year.	Second year.	Third year.
Bookkeeping.	Bookkeeping.	Stenography.
Business English.	Business English and Rough Draft (3). Current Events and Business Conditions (1). Spelling (1).	Business English (3). Current Events and Business Conditions (2).
Commercial Arithmetic.	Commercial Geography.	Economic Conditions in the Philippines.
Spelling (3). Current Events and Business Conditions (2).	Commercial Law.	Typewriting.
Penmanship. Typewriting.	Stenography.	Spanish.
	Typewriting.	

NOTE.—The numbers in parenthesis indicate the number of periods a week devoted to each subject. Unless otherwise indicated the number of periods per week is five.

Students may drop penmanship and take up typewriting as soon as sufficient proficiency in the former is attained.

2. BOOKKEEPING COURSE

First year.	Second year.
Bookkeeping.	Bookkeeping.
Business English.	Business English and Rough Draft (4). Current Events and Business Conditions (1).
Commercial Arithmetic.	Commercial Geography. Commercial Law.
Spelling (3). Current Events and Business Conditions (2).	Typewriting.
Penmanship. Typewriting.	Spanish.

NOTE.—Students may drop penmanship and take up typewriting as soon as sufficient proficiency in the former is attained.

3. STENOGRAPHY COURSE

First year.		Second year.	
Stenography.		Stenography.	
Business English.		Business English and Rough Draft (3). Current Events and Business Conditions Spelling (1).	
Commercial Arithmetic.	Commercial Geography.	Commercial Law.	Business Practice.
Spelling (3). Current Events and Business Conditions (2).		Spanish.	
Typewriting.		Typewriting.	

4. STENOGRAPHY COURSE FOR HIGH SCHOOL GRADUATES

<p>Stenography. (At least two periods a day.)</p>
<p>Business English and rough draft (3). Current Events and Business Conditions (1). Spelling (1).</p>
<p>Typewriting. (Two periods a day until proficient, when extra time may be given to stenography.)</p>

NOTE.—Special lessons in arithmetic and other subjects to prepare students for civil-service examinations are given as needed. But no regular time is prescribed for this work.

THE SUBJECTS TAUGHT

BOOKKEEPING

Bookkeeping is begun with elementary work in journalization, in opening and closing accounts, and in the preparation of trial balances and balance sheets. Then elementary business practice is taken up. This consists of making out and using all kinds of business forms—such as, notes, drafts, checks, receipts, invoices, bills of lading, telegraph orders, daily reports of business, etc. Elementary banking transactions—such as, deposits, discounts, and the keeping of checking accounts—are carried on.

During the second year jobbing, wholesale, manufacturing, and bank bookkeeping are studied. Business practice work is carried on in connection with all of these sets of books. The latter half of the second semester is taken up with the explanation of single entry. Comparison with double entry is made and students are taught how to change books from one system to the other.

During both the first and the second years, a part of the work consists of practice by the pupil in keeping his own private accounts. In this way the student learns to make practical application of his knowledge of bookkeeping. Weekly statements are prepared by each pupil and his accounts are checked and audited by other pupils under the supervision of the instructor.

An effort to make the bookkeeping course definitely applicable to present-day methods in the Philippines is made by the gathering of information and material illustrating systems of accounting used by leading Manila firms.

Various labor-saving office appliances have been installed. And before the student graduates he learns how to operate a mimeograph, a dictaphone, adding machines, different filing systems, etc. Thus the student is gradually introduced to actual business conditions and taking a position in an office is but a natural step.

Special attention is given to the requirements of the civil-service examinations for junior bookkeeper, bookkeeper, and senior bookkeeper.

Requirement

COMMERCIAL COURSE. *First year*, five periods a week throughout the year. Text: Bookkeeping, complete course, Moore and Miner, to page 140. *Second year*, five periods a week throughout the year. Text: Bookkeeping, complete course, Moore and Miner, completed.

BOOKKEEPING COURSE. *First year*, same requirement as for first year of commercial course. *Second year*, same requirement as for second year of commercial course.

BUSINESS PRACTICE

Business practice is provided as a special subject for students who are enrolled in the stenography course and who therefore do not study bookkeeping. As much actual office practice as possible is provided. The student is taught how to make out properly all the usual business forms—checks, invoices, statements, receipts, bills of lading, etc. He learns how to operate a mimeograph, a dictaphone, adding machines, different filing systems, and various other labor-saving office appliances. Thus in so far as is possible the student is introduced to actual office methods so that he may be able to step naturally into an office position and do efficient work from the very start.

Requirement

STENOGRAPHY COURSE. *Second year*, five periods a week throughout one semester.

STENOGRAPHY

Both the Pitman and the Gregg systems of stenography are taught. Students are permitted a choice as to which system shall be studied, or in the absence of choice are assigned to classes in one system or the other at the convenience of the school. The principles of shorthand are taught, not only in exercises of detached words, but also by actual use in business letters. Constant drill is given in order to develop both speed and accuracy in the taking of oral dictation. The ability to take dictation accurately at a rate of at least 80 words per minute is required for graduation. Typewritten transcripts of all shorthand notes are required and weekly examinations are given.

Requirement in Pitman Stenography

COMMERCIAL COURSE. *Second year*, five periods a week throughout the year. Texts: Brief course, Pitman Shorthand, Barnes; supplemented by phrase lists and by Shorthand Reader No. 1, Barnes. *Third year*, five periods a week throughout the year. Texts: Logograms; Palmer's Expert Reporter; and for supplementary reading, Shorthand Reader No. 3, Barnes.

STENOGRAPHY COURSE. *First year*, same requirement as for second year of Commercial Course. *Second year*, same requirement as for third year of Commercial Course.

STENOGRAPHY COURSE FOR HIGH SCHOOL GRADUATES. Ten

periods a week throughout the year. Texts: First semester, Brief course, Pitman Shorthand, Barnes, completed; second semester, intensive drill on logograms and Palmer's Expert Reporter.

Requirement in Gregg Stenography

COMMERCIAL COURSE. *Second year*, five periods a week throughout the year. Texts: Gregg Manual completed; supplemented by Beginner's Letter Drills and Drills in Shorthand Penmanship. *Third year*, five periods a week throughout the year. Texts: Gregg Speed Studies; supplemented by The Gregg Writer, together with dictation from books on Philippine subjects.

STENOGRAPHY COURSE. *First year*, same requirement as for second year of Commercial Course. *Second year*, same requirement as for third year of Commercial Course.

STENOGRAPHY COURSE FOR HIGH SCHOOL GRADUATES. Ten periods a week throughout the year. Texts: First semester, Gregg Manual completed; second semester, Gregg Speed Studies, supplemented by three periods of dictation per week.

TYPEWRITING

The Touch System of Typewriting is taught. Individual instruction is given and students are required to meet office standards in speed, accuracy, and neatness. Thorough drill in finger gymnastics, plain copy, tabulation, rough draft, dictation, and speed practice is provided. The student is instructed in the proper care of the machine and is taught how to operate the different mechanical features.

Requirement

COMMERCIAL COURSE. *First year*, five periods a week throughout one semester, provided penmanship is completed (see Penmanship page 27). *Second year*, five periods a week throughout the year. *Third year*, five periods a week throughout the year.

BOOKKEEPING COURSE. *First year*, five periods a week throughout one semester, provided penmanship is completed (see Penmanship page 27). *Second year*, five periods a week throughout the year.

STENOGRAPHY COURSE. *First year*, five periods a week throughout the year. *Second year*, five periods a week throughout the year.

STENOGRAPHY COURSE FOR HIGH SCHOOL GRADUATES. Ten periods a week throughout the year, provided that as soon as sufficient proficiency in typewriting is attained the time spent on this subject may be reduced to permit devoting more time to stenography.

Texts: Rational Method of Touch Typewriting, Cutler-Sorelle; Complete Course in Touch Expert Typewriting, Fritz-Eldridge.

ENGLISH

The work in English includes a study of spelling, rough draft, and business correspondence. Constant drill and practice in business English and composition is provided. Current events and business conditions and methods in the Far East are also studied.

Spelling

Spelling, syllabification, and the meanings of words are taught. Emphasis is placed on the correct application of words rather than a knowledge of book definitions. During the first year stress is laid upon phonetic drill; and the study of phonics is continued throughout the course, the amount varying according to the needs of the classes.

Rough Draft

One of the most common duties of typists and stenographers is the correction of rough drafts of letters, reports, advertisements, etc. These rough drafts are often hastily written and only partially corrected by the writer. Not infrequently the writer has a very imperfect knowledge of English. It devolves upon the typist to make all transpositions and other changes indicated by the writer, to correct all errors in spelling and syntax, and, while doing all this, to make no changes in the wording of the writer which are not absolutely necessary, and in all cases to preserve the thought which it was the apparent intention of the writer to express.

Abundant drill in work of this sort is provided. Typical rough drafts are presented to the student for correction. The students is familiarized with the proof reader's signs commonly used in indicating corrections on a rough draft. To insure rapidity as well as accuracy, a time limit is set and all exercises must be correctly written in the allotted time.

The correction of a rough draft provides a most excellent test of the student's knowledge of English, brings characteristic errors forcibly to his attention and teaches him his own weak points.

Business English

An effort is made to give the student a practical working knowledge of business English and business correspondence. A thorough drill in English composition, both oral and written, is given, with special attention to the acquisition of a business vocabulary into clear and concise methods of expression. Emphasis is placed upon the correction of typical errors in grammar and pronunciation. The students are taught to use definite and concise English in their correspondence. Practice is given in the writing of the various kinds of letters usually required in a business office, and in this work the text is supplemented with exercises applicable to business conditions in the Philippines. Neatness, correct spelling, and correct punctuation are insisted upon.

Current Events and Business Conditions

Current magazines and newspapers are made the basis of study. The more important current events are discussed in class. Special emphasis is placed upon the reading and discussion of selected articles relating to business conditions and business methods in the Far East. An effort is made to make the student a regular reader of magazines and newspapers and to establish a permanent interest in the news of business.

English Requirement for each Course

COMMERCIAL COURSE. *First year*, Business English, five periods a week. Texts: Business English, Hotchkiss and Drew; New Practice Book, Hitchcock. Spelling, three periods a week. Text: Business Speller, Eldridge. Current Events and Business Conditions, two periods a week. *Second year*, Business English and Rough Draft, three periods a week. Texts: Business English, Hotchkiss and Drew; New Practice Book, Hitchcock. Spelling, one period a week. Text: Business Speller, Eldridge. Current Events and Business Conditions, one period a week. *Third year*, Business English, three periods a week. Texts: Business English, Hotchkiss and Drew; New Practice Book, Hitchcock. Current Events and Business Conditions, two periods a week.

BOOKKEEPING COURSE. *First year*, same requirement as first year of Commercial Course. *Second year*, Business English and Rough Draft, four periods a week. Texts: Business English, Hotchkiss and Drew; New Practice Book, Hitchcock. Current Events and Business Conditions, one period a week.

STENOGRAPHY COURSE. *First year*, same requirement as first year of Commercial Course. *Second year*, same requirement as second year of Bookkeeping Course.

STENOGRAPHY COURSE FOR HIGH SCHOOL GRADUATES. Business English and Rough Draft, three periods a week. Texts: Business English, Hotchkiss and Drew; New Practice Book, Hitchcock. Spelling, one period a week. Text: Business Speller, Eldridge. Current Events and Business Conditions, one period a week.

COMMERCIAL ARITHMETIC

A thorough knowledge of commercial arithmetic is required of all pupils. Fractions, percentage in its different applications, interest, commercial and bank discounts, business forms, partnership, the making of pay rolls, and stocks and bonds, are some of the subjects upon which emphasis is placed. In order that the pupil may acquire speed and accuracy, drills in the best methods of rapid calculation and in the use of forms common to representative business houses in the Far East are given.

Requirement

COMMERCIAL AND BOOKKEEPING COURSES. Five periods a week throughout the first year.

STENOGRAPHY COURSE. Five periods a week throughout one semester in the first year.

Texts: Practical Business Arithmetic, Moore and Miner; Practical Exercises in Rapid Calculation, Powers & Loker.

COMMERCIAL GEOGRAPHY

Commercial geography is taught with special emphasis upon the materials and methods of commerce in the Philippines. By way of comparison, a brief study is undertaken of commercial relations between the Philippines and foreign countries and of commercial conditions prevailing in each of the world's greatest centers of production, manufacture, and exchange. The chief raw materials are discussed as to uses, methods of production, countries chiefly producing each, and the importance of each as an item of commerce.

The textbook is supplemented with notebook work based on talks by the instructor, special lectures by business men of the city and by heads of special departments of the Government, abstracts of Government reports, consular reports, etc. Considerable statistical work is given to familiarize the student with market reports and business conditions both in the Philippines and in foreign countries. The market reports in the daily newspapers are frequently used in this connection.

Pupils accompanied by the teacher make visits to the different factories in the city, observe processes in the manufacture of the raw materials that they have been studying and make note of what they see. Special study is devoted to the products of the different provinces and each pupil makes a special report on his own province.

Requirement

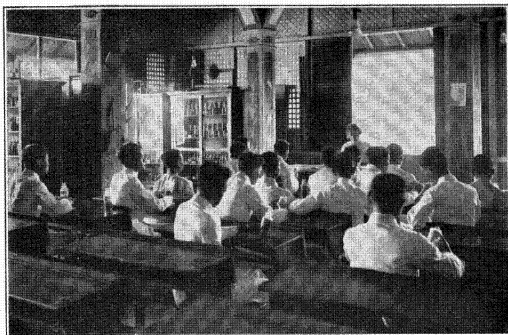
COMMERCIAL AND BOOKKEEPING COURSES. *Second year*, five periods a week throughout one semester.

STENOGRAPHY COURSE. *First year*, five periods a week throughout one semester.

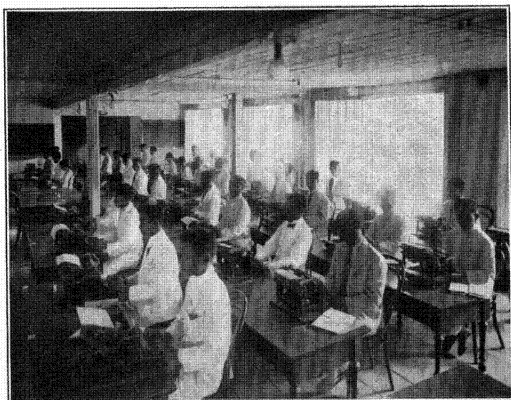
Text: Commercial Geography, Miller.

Commercial Law

The aim in teaching commercial law is to give the pupil a general, but practical, knowledge of the laws governing the transaction of business. The fundamental principles of business law are explained. No text on Philippine commercial law is at present available. But Elements of Business Law, Huffcut, and Commercial Law, Gano, are used, in addition to



A CLASS IN COMMERCIAL GEOGRAPHY.
Section of the Commercial Museum in the Background.



A CLASS IN TYPEWRITING.
Sixty-three machines of different makes.

the codes and other law publications of the Government. Actual cases, as well as legal principles, are taken up; and the study of these cases in connection with the study of the legal principles adds greatly to the interest in, and value of, the subject. Contracts, as the basis of business law, are studied for about one-half of the semester.

Emphasis is placed upon laws relating to real and personal property and negotiable paper. The laws governing agency, partnership, corporations, sales, bailments, insurance, guaranty and suretyship, common carriers, innkeepers, interest and usury, procedure and remedies, and courts of the Philippines are also treated.

Requirement

COMMERCIAL, BOOKKEEPING, AND STENOGRAPHY COURSES.
Second year, five periods a week throughout one semester.

ECONOMIC CONDITIONS IN THE PHILIPPINES

No better statement of the aim in teaching this subject can be given than that contained in the preface to the text. To quote:

“Its object is to explain the economic position of Filipinos in their own Islands and in the world in general, and to state, analyze, and discuss economic conditions found here. Theoretic economics enter into this discussion only as subordinate to, and explanatory of, actual facts. It is believed that this study will give to students an idea of actual economic conditions existing in the Philippines and a comparative idea of those found in other countries, and at the same time will result in a knowledge of the natural laws upon which all economic discussion and reasoning must be based.”

Requirement

COMMERCIAL COURSE. *Third year*, five periods a week throughout the year. Text: *Economic Conditions in the Philippines*, Miller.

PENMANSHIP

Penmanship is taught solely from the standpoint of its practical utility. The ability to write rapidly with a free arm movement and in a plain and legible style is insisted upon. And no student is given a passing grade in this subject until he is proficient. On the other hand, the student may drop penmanship and take up typewriting as soon as he demonstrates his ability to write a good business hand. The course is designed for one semester; but some students may require a shorter,

and others a longer, time to meet the requirements in this subject. To increase speed and improve legibility, exercises from Pitman's How to Write a Good Hand, The Zamer Method of Arm Movement Writing, and the Business Educator are given. Emphasis is placed upon uniformity of slant, height, and spacing.

Requirement

COMMERCIAL AND BOOKKEEPING COURSES. *First year*, five periods a week throughout one semester, or until proficiency is acquired. Type-writing may be substituted for penmanship as soon as proficiency in the latter is demonstrated.

SPANISH

Provision is made in the courses of study for only one year of Spanish. It is recognized, however, that some students will have acquired some knowledge of Spanish before entering the School of Commerce, while others will possess little or no knowledge of the language. Hence both elementary and advanced classes in Spanish are conducted. Beginners are assigned to the elementary class. Students who already possess a sufficient knowledge of Spanish to do the work successfully are assigned to the advanced class.

A student in the elementary class is expected to acquire a working knowledge of Spanish grammar, spelling and pronunciation. He should be able to carry on very simple conversation in Spanish and should be in a position to acquire quite rapidly after leaving school a sufficient knowledge of Spanish to meet the ordinary demands of business. Three periods a week are devoted to reading, spelling, and conversation; and two periods a week to grammar and translation.

A student in the advanced class is expected to perfect his knowledge of Spanish grammar, to acquire a vocabulary sufficient to meet ordinary business needs, and to be able to both read and write commercial letters in Spanish. Three periods a week are devoted to reading and writing commercial letters in Spanish, and two periods a week to grammar and composition.

Requirement

COMMERCIAL COURSE. *Third year*, five periods a week throughout the year.

BOOKKEEPING AND STENOGRAPHY COURSES. *Second year*, five periods a week throughout the year.

Texts: Elementary class, Spanish Commercial Grammar, Toledano, and Spanish Business Interviews; advanced class, Spanish Commercial Grammar, Toledano, and Spanish Correspondence, Harrison.





