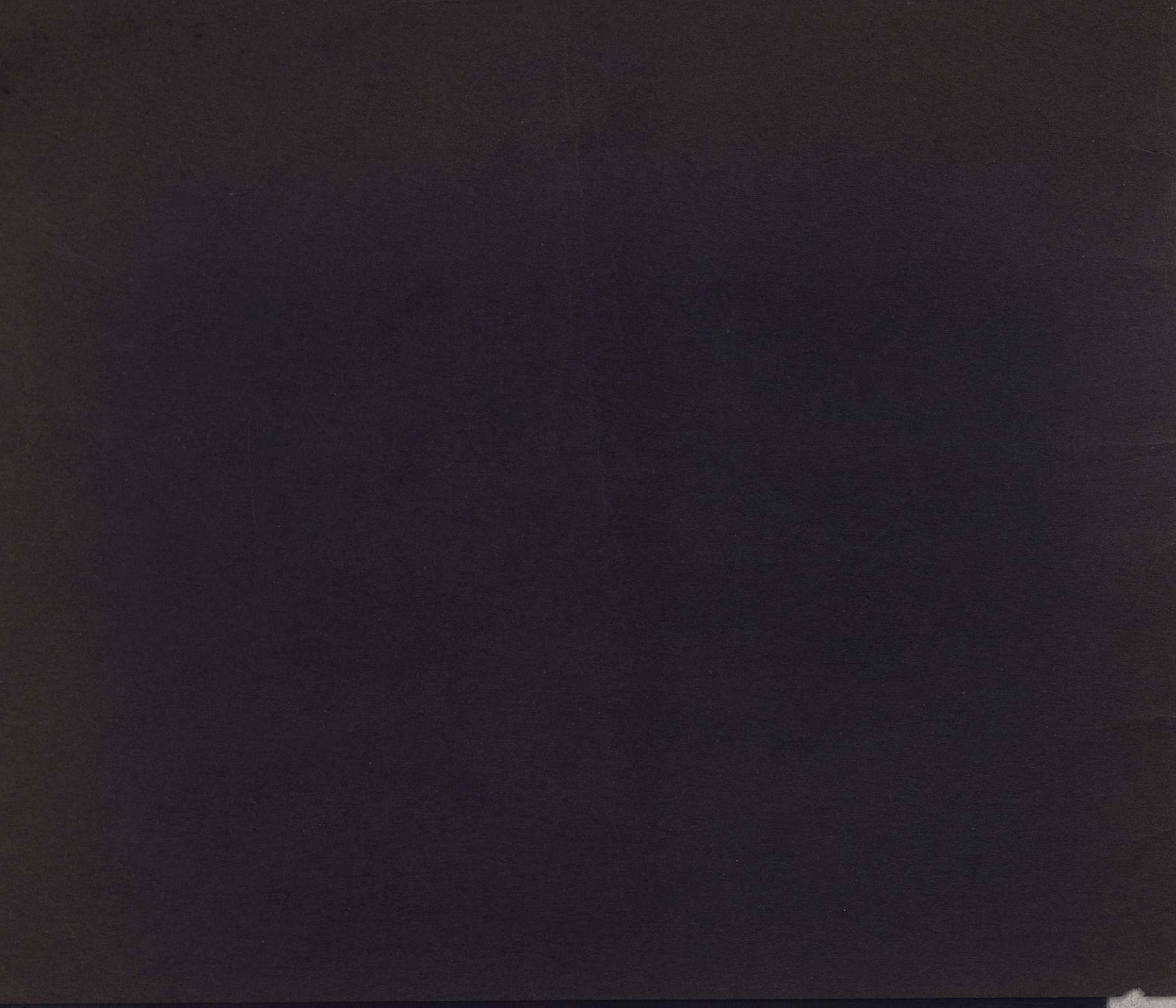


Annual Catalogue

New Capital City Commercial College

Charleston-Kanawha, West Virginia

1913

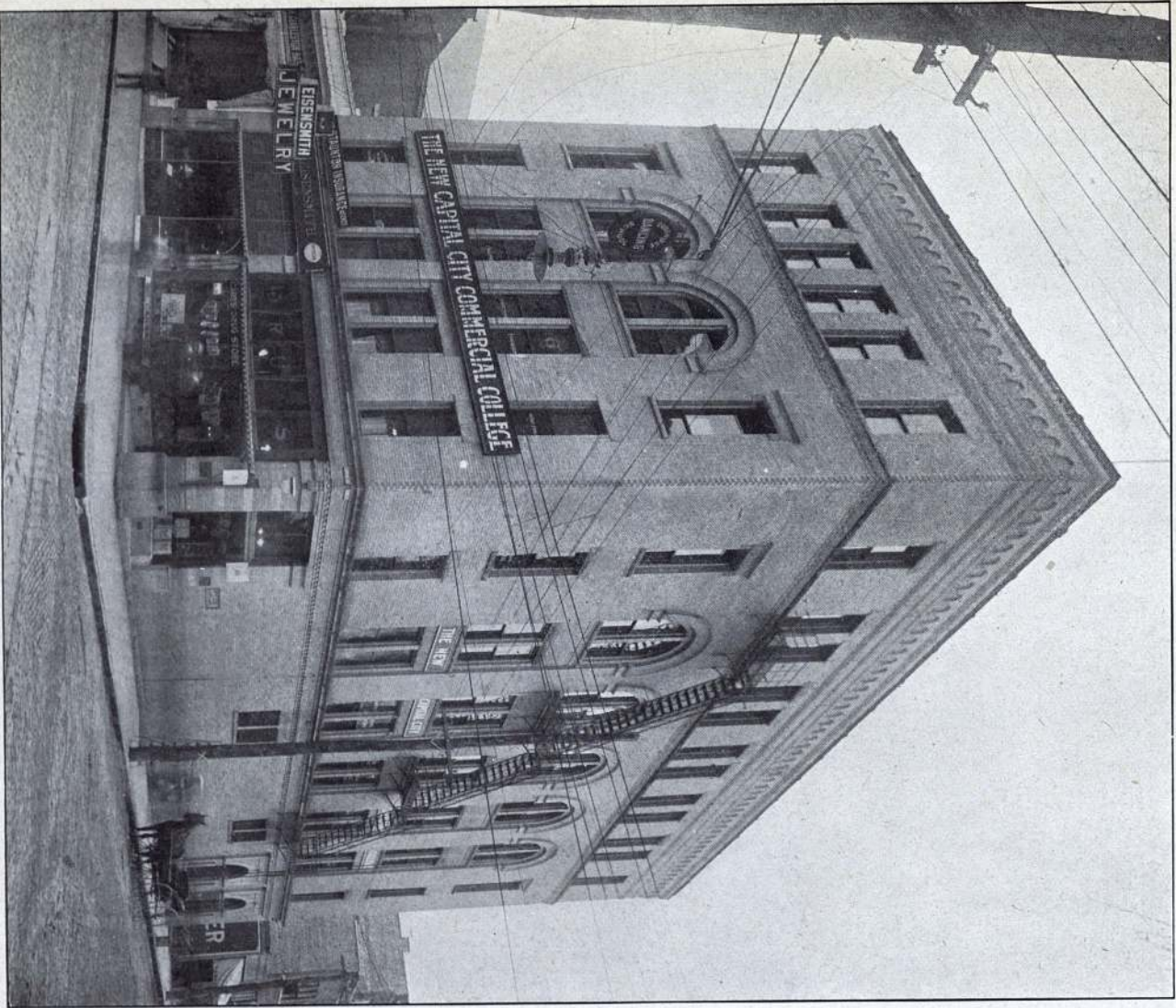


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CATALOGUE
OF THE
NEW CAPITAL CITY COMMERCIAL COLLEGE
1913



CHARLESTON-ON-KANAWHA
WEST VIRGINIA



Home of the New Capital City Commercial College
Charleston, West Virginia

To the Public.

In presenting this our catalogue for the year 1913, we have endeavored to furnish the friends and patrons of the NEW CAPITAL CITY COMMERCIAL COLLEGE, accurate information in regard to our course of study and of instruction facilities for accommodating a large number of students, rates of tuition and all information necessary for the purpose of securing the most information possible with the least expenditure of time and trouble. We do not wish to burden any reader with worthless matter. On the contrary, it is our desire to be as brief as possible. All indications point to a period of unprecedented prosperity in the United States and especially for West Virginia. This is particularly true of the City of Charleston. No City requires more office help to its size than the City of Charleston. No City has greater natural advantages than the City of Charleston. It is a source of great inspiration to the management of this college to know that their graduates are in demand right in their own city and state.

In our newly equipped quarters and with the assistance of a thoroughly capable faculty, we are confident that we shall be able to accomplish better results than we have ever attained in the past.

We wish to express our sincere thanks and gratitude to the graduates of this school, who have so kindly recommended it to their friends, and we pledge ourselves to devote every energy and ability we may have toward maintaining this institution in a position to merit a continuance of their support.



**A. H. Dangerfield, Principal
Commercial Department**



**E. Marguerite Donnelly, Principal
Shorthand Department**

A "Bit" of History.

It might be well to give the readers of this catalogue a little history as to what the NEW CAPITAL CITY COMMERCIAL COLLEGE is and on whom the management rests.

In November, 1908, Miss Marguerite Donnelly, of Quincy, Ill., and a graduate of the Gem City Business College, opened the Donnelly Business College in Charleston. This school grew to be recognized and classed among the very best. In the spring of 1912, it became known to Miss Donnelly that the control of the Capital City Commercial College could be had, and she conceived the idea of purchasing it and merging the two schools.

It was, at this stage of the situation that A. H. Dangerfield, who was then Chief Clerk in the State Treasurer's office, and a graduate of Dunsmore Business College, of Staunton, Va., acquired an active interest in the combined school under the name of the New Capital City Commercial College. Miss Donnelly with her experience and excellent record as a shorthand instructor, has charge of the Shorthand and Typewriting Department, and Mr. Dangerfield, with 10 years' experience in office and clerical work, has charge of the Commercial Department. The present management believe they have an advantage that no other school of any prominence has. It is this: Both take an active part in instructing in each of their departments. Every student in school receives personal and individual instruction from one or the other of the heads of these departments, thus giving them a better idea of the progress and the needs of the different students. It also gives them a better idea of the capability of students for holding positions when recommended.

This is the personnel of the NEW CAPITAL CITY COMMERCIAL COLLEGE.



Capitol Building, Charleston, W. Va.

Charleston-on-Kanawha, W. Va.

Home of the New Capital City Commercial College

A PROGRESSIVE AND AGGRESSIVE CITY OF THIRTY THOUSAND PEOPLE

Offers to Young Men and Young Women Great Opportunities for Successful Careers.

Strong and Conservative Banks, Up-to-date Manufacturing Plants, Wholesale and Jobbing Houses, Fine Schools and Churches

Charleston, the capital of West Virginia, has a population of approximately 30,000. Has more than doubled itself in the last 10 years. No city in the world has greater natural advantages, situated as it is in the heart of a rich, coal, oil, gas, and timber territory, either of which would insure any town a healthy and steady growth. And then, considering its remarkable railroad and water facilities, is it any wonder that it attracts the outside world?

Charleston is the home of the Kelley Axe Factory, the largest axe factory in the world; banks clearings in Charleston are the 2nd largest in the state; home of the Southern States Mutual Life Insurance Co., a large and one of the most progressive enterprises in the Country; has a Y. M. C. A. erected at a cost of over \$100,000.00; has the most progressive Chamber of Commerce of any town its size.

Young men and women seeking a place in which industry, opportunities and high character, combined with a knowledge of the customs of business will find that Charleston offers exceptional advantages. The business people of Charleston and surrounding community are continually on the alert for good substantial men and women, who have the proper energy and skill, and they are willing to pay them liberally. It is here that you are offered the opportunities of a life time to come, and live and enjoy the benefits that abound.

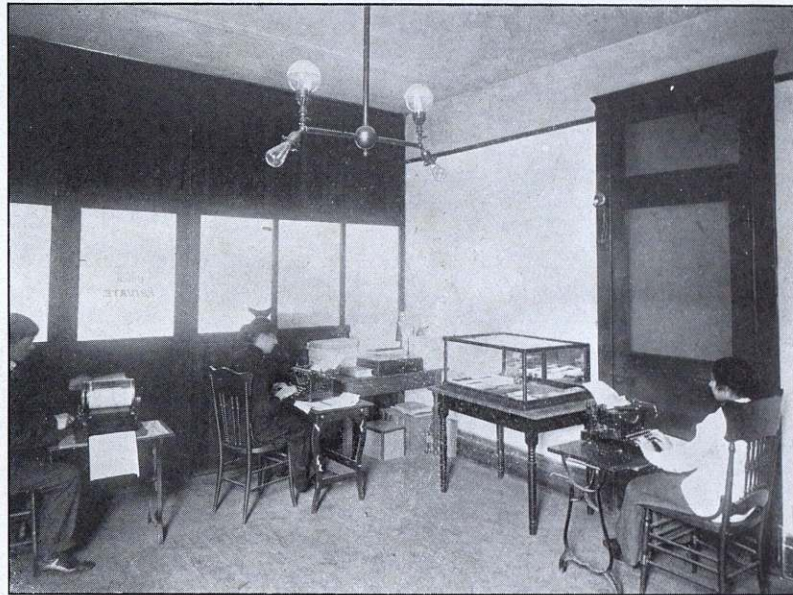


Private Office
New Capital City Commercial College

Office Practice.

Experience is the best teacher, therefore the work of the student is made as practical and real as it is possible to be done. On nearing the completion of the course, and before graduating, each student receives practical office experience as stenographer and typewriter for the Principals in the college office. Besides the work in the college office, a large amount of miscellaneous work, such as making out statements copying letters, deeds, tabulating, duplicating, letter-filing — in fact, every device that a student could expect to meet after leaving school.

This practice is of the greatest benefit to the student as it brings him into direct contact and association with real business, overcomes nervousness and embarrassment to which all beginners are subject and inspires him with confidence in his ability.



Students Business Practice Office



Advanced Bookkeeping and Banking Department

Commercial Course.

Ex-Post Master General, John Wanamaker, has the following to say in regard to the necessity for business training: "In these days business is difficult. The young man who starts in at this time will stand but little chance without a business training. The days of chance are gone. The mercantile business must be studied the same as medicine or law."

The business interests of the Country are calling for wide-awake, energetic, honest, and competent young men and women. The man that goes very far in business must have business training. He may acquire this training by experience, but to a very great disadvantage, and to so great a disadvantage that thousands are barred from the business world for the want of some early business training, who otherwise might have had a remarkable career.

What an opportunity to get inside information! What an opportunity to learn every detail of a large business! What an inspiration to feel and to know that you are part of a big, successful enterprise! What a chance to grow! What a chance to become a big success!

There is no doubt that bookkeeping is the most opportunity-breeding, the most success-compelling occupation open to the energetic, progressive young men and women of the present time.

Prepare yourself and be ready when the opportunity presents itself.

Coal Mining Books and Pay Roll.

A new feature of our course and one seldom taught in Commercial Colleges, is a set of Coal Mining books and a Pay Roll in connection therewith. No office men are paid better than those in the employ of Coal Companies, which fact prompted us to introduce this work in our school, for the benefit of our students. We give some work on this subject which makes it easy for a student to fill a position of this kind.

Combined Course.

Our combined course of study includes all branches in both the Business and Shorthand courses. It is simply a combination of the two courses. Notice that in the Shorthand course are many studies contained in the commercial course; consequently in combining them much time is saved.

For the ambitious student, the combined course is preferred, as the advantages are incalculable. A great many business men, with not enough work for both a stenographer and a bookkeeper, can afford to employ an assistant with a knowledge of both branches at a good salary, but not one for each kind of work. The graduates of the Combined Course, therefore not only receives a better salary at all times than if he had taken a single course, but his chances of securing a superior position immediately upon graduation are much better.

We strongly recommend that all students, who desire thorough training, enter for our combined course.

Arithmetic.

We contend that Arithmetic is the real basis of a business education, and very essential in any business profession. If students are not well up on Fractions, Percentage, Interest, Commission, Brokerage, Bank & True Discount, Partial Payments, etc., they are required to give them the necessary attention before graduating. In fact, students must pass a satisfactory examination on these studies before a diploma will be given.

Banking.

Our Business Department is furnished with a Bank, where students make deposits, borrow money, have notes discounted, and transact business exactly the same as in a real bank. This is an important branch of our course, and each student must become perfectly familiar with this work before going out. The management of the bank is under the control of the Principal of the Commercial Department,

although the books are kept exclusively by the student who also performs all the duties connected with the bank.

Commercial Law.

No branch of more importance is taught in any school than that of Commercial Law. We do not try to give a course in law such as one would want, to take up the practice of law. That would be useless for us to attempt. A knowledge of the law and customs relating to contracts, negotiable paper, sales of personal property, agencies, partnership, corporations, transfer of real estate, etc., is very necessary to any young man or young woman in any kind of business, occupation or profession.

Holden, W. Va., Sept. 12, 1912.

The New C. C. C. College,
Charleston, W. Va.

Gentlemen:

Allow me to say I am one of the number who secured positions after attending your College three month. It was through your aid that I secured the position I am now holding as Cashier for the Island Creek Stores Company.

I wish to say to young men who wish to study Book-keeping that if they will attend your College and qualify themselves they will always find something to do.

Very Respectfully,

Guy O. Baker.



Guy Baker

Holden, W. Va., Sept. 12, 1912.

The New C. C. C. C.
Charleston, W. Va.

Gentlemen:

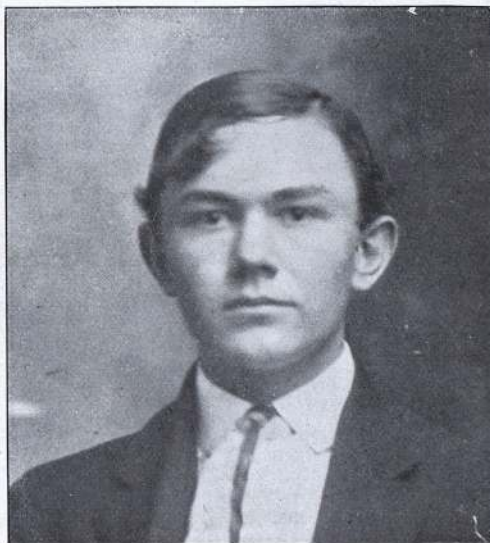
After spending a few months in the commercial department of your college, I am now holding a position with the Island Creek Stores Co., as Cashier.

I am so well pleased with the instruction and kind treatment I receiver at your hands that I shall never lose an opportunity to recommend your school to anyone desiring a good knowledge of Bookkeeping.

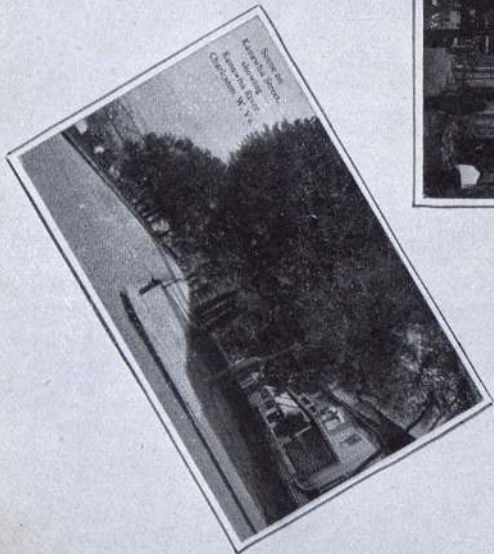
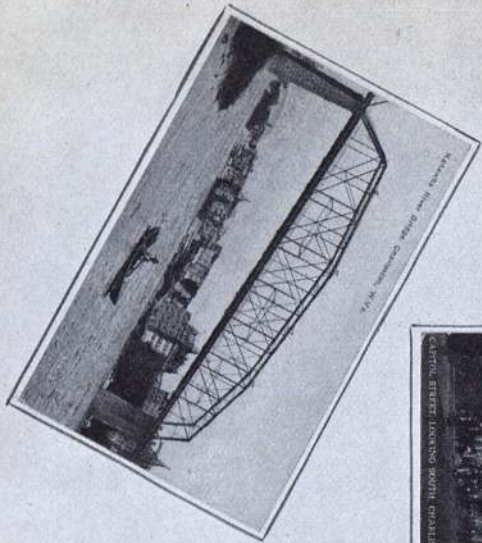
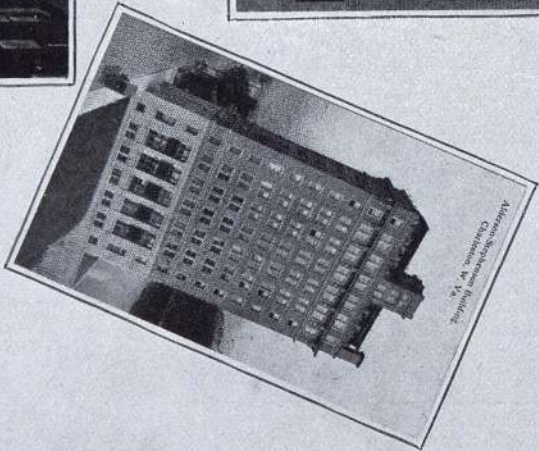
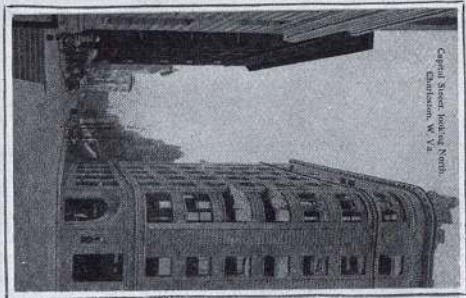
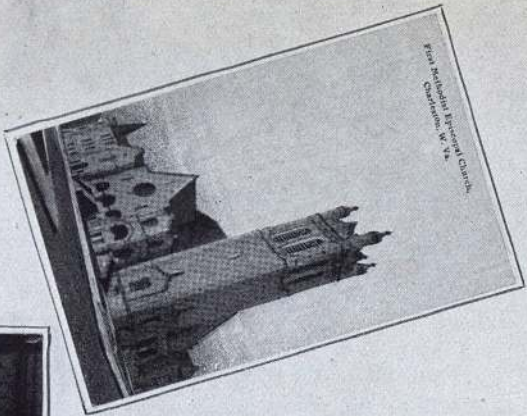
I wish the New C. C. C. C. the continued success it deserves, and shall make special efforts to interest my friends in your school.

Yours truly

Fred Branham.



Fred Branham



Time Required.

This is a subject about which much is said and written. Extravagant claims are made by some schools of students completing a course in shorthand from "six to eight weeks". We make no such unreasonable claims of students completing a course in such a short time, and we caution all people against institutions making this claim. We pride ourselves, however, on the thoroughness and practicableness with which our students are prepared and on these points we cheerfully submit to be judged. The work being individual, the time required for completing any course depends entirely upon the personal efforts and ability of the student. Some will complete an allotted amount of work in a day, while it may take the student in the next seat three or four days to properly master it.

We do not promise to graduate a student in a specified time, but we do guarantee to give as much in a given time as can be acquired in any other similar institution. The average time required to complete the shorthand course is about six months. Some do it quicker, and others require longer.

The average time required to complete the Commercial Course is from six to seven months.

The Course to Choose.

We are frequently asked by students to assist them in selecting a course of study. We are always glad to do this, for long experience enables us to advise each student for the best. If one expects to confine his efforts to business pursuits, the Business Course would naturally be selected, and on the other hand if one has his mind thoroughly made up that he wishes to follow the shorthand or reporting profession, the Shorthand Course would be the one to select. Experience teaches us that in a large majority of offices the student would get a much better position, with greater chances for promotion if he were qualified in both departments. The fact is that we have not been able to supply the calls made upon us for high-class combination graduates, and we would call the especial attention of bright young men and women to this fact. One who expects to advance in his own work and make the very best of his opportunities should select the combination course. It will give us pleasure to hear from any student who is in doubt as to the best course to select to suit his individual requirements.



Eugenia Whitehurst
SCHWARZSCHILD AND SULZBERGER.

Charleston, W. Va., Nov. 1, 1912.

The New C. C. C. C.
 Charleston, W. Va.

Gentlemen:

As a former student of the New C. C. C. College I feel qualified to testify as to the merits of the school. Having been a country school teacher I am in a position to know that from a financial standpoint it was the wisest move I ever made when I stopped teaching and entered your school.

After receiving a thorough course in your commercial department I am now receiving twice as much in salary as when I taught school.

The preparation a school teacher is required to have fits them to get the most out of your school in the shortest time possible. You are doing a noble work, and your institution shall always have my greatest commendation.

Very respectfully

ROY BOWLES.

THE CHARLESTON MINE & MILL SUPPLY CO.

The New C. C. C. College
 Charleston, W. Va.

Gentlemen:

I am now holding a position with above company and am very much pleased with my work.

I wish to say in regard to your school that I consider its facilities for educating young women and men unsurpassed. Surely no school could give more individual instruction or take more personal interest in their students. Therefore, I can conscientiously recommend your school to any person who wishes to secure a thorough business training. The training in your school is along business lines and the work is as near like office work as it could be.

Again thanking you for the interest you have always shown in my welfare, and wishing your school the success it deserves, I am

Sincerely yours,
 EUGENIA WHITEHURST.



Roy Bowles

Putting it Off.

Very often we receive letters from parties with whom we have corresponded about attending the college, in which we find such statements as follows:

"It will be impossible for me to attend this term. I will probably be with you next year. My circumstances have changed and I must wait awhile."

Now, as a rule, upon investigation, we find that most of these parties could start at once if they would only be in dead earnest about getting an education. The trouble seems to be a disposition to have everything just so, before they will make a start, and the result is they never get started.

Next year comes around and they are in worse circumstances than they were the previous year. During that time, however, we venture the statement, that they will have spent more money in having a good time than it would have cost them to have attended school for six months. Such procrastination will work irreparable injury and when the bitter years of regret overtake them, it will, alas! be too late to retrieve lost opportunities.

Well what should you do? We will tell you. If you are of the proper age to attend college, arrange your affairs so you can do so at once. You can do it if you will. After while you will think you are too old or too backward to go. Now is the time to start.

Positions.

Frequently we hear the remark, "I would take a course at your college if I knew I could get a position when I got through. Why borrow trouble in this way? Did you ever know of a teacher engaging a school before he was prepared to teach it? Did you ever hear of a doctor, a lawyer or a minister securing a patient, a case in court or a charge before he had fitted himself for it? Of course you have not.

We do not guarantee positions. No school can honestly do so. We will, however, guarantee that you cannot find one of our graduates out of a position.

If you would make a move you will have just as good a chance as any one. If, however, you dislike to assume the risk you may rest assured you are not the fellow who will secure the job.

The fact is you never knew of a first-class book-keeper, or stenographer, to have to beg for a good position. Don't wait until others who are wide awake and on the alert get all there are to be had. There is one for you if you will only prepare for it.



D. F. Blake

AMERICAN COMPANY
Stocks, Bonds, Real Estate

Charleston, W. Va., Sept. 4, 1912.

New Capital City Com. College,
 City.

Gentlemen:—

It gives me great pleasure when I contemplate the wise choice I made in deciding to enter the New Capital City Commercial College. Your school has the reputation of being the best in the State, and its graduates are given a prestige that can be obtained in no other college today.

I took the Full Combination course in your school and I attribute my success entirely to the "Individual Instruction and up-to-date training received at the hands of your competent and painstaking instructors.

I have a good position with the above company, all due to the thorough training I received at the New C. C. C. C. It will always be a pleasure to me to recommend your school to anyone desirous of a thorough business training.

Wishing you and your school continued success, and, with kindest regards,

Yours very truly,

D. F. BLAKE.



Miss Anna Reese

Augusta, Ky., Nov. 3, 1912.

To Whom it May Concern:—As a former student of the New Capital City Commercial College, I am glad to say I found it to be exactly as represented. The principals of both the Shorthand and Commercial departments, make the students' interest their interests, and every effort is extended to further their advancement. Individual Instruction is given special attention and the student is advanced according to his own efforts put forth.

Knowing the school as I do, I take great pleasure in adding my name to the list of testimonials. To my friends and any young person who is undecided as to the proper school to attend I can unhesitatingly and conscientiously recommend the New Capital City Commercial College.

ANNA REESE.

Shorthand Department.

Stenography as a Profession.

It is one of the most delightful professions to be found. It can be learned by any one of ordinary ability and attainment—just an ordinary district school education is all that is required to enter this school. No avenue of employment for ladies is so fascinating, so certain in its results. No other profession pays better salaries or provides employment of a more dignified or elevating character. The stenographer has light work, short hours, good pay, pleasant associations and an opportunity to raise in the profession. It provides an independent career to thousands of young men and women who have looked to some one else for what money they needed. When you compare it with many other professions there can be but one conclusion; namely, it is the one to be preferred by young men and women seeking employment. You may look them all over, but you will never find any calling which can be mastered in so short a time or for so little money, and which will produce a larger income proportionately than stenography or bookkeeping. It prepares you for living. By all means take a course, you will never regret it.

Can I Learn Shorthand.

Of course you can. So many say if I knew I could learn it and then secure a job, I would begin at once, but I am afraid to try because so many have

failed. This is true in all professions. First, make up your mind that you will master it, and the battle is half won. If you come to us and do your part, we guarantee that you shall not fail. We are ever ready to help our students. Investigate us thoroughly before deciding. Learn what we do for our students; see how many of them have failed, or how many of them are out of employment. No school could give more INDIVIDUAL INSTRUCTION, or personal attention than we do.

Gregg Shorthand.

We use Gregg Shorthand, The system that holds the championship of the world, and it is taught in more schools than any three systems combined. There is a reason for this: It has proven to be the simplest, easiest to learn, and speediest of all systems. It has no shading, position, etc., but is written on the natural slant of longhand, which is bound to make it simple. We have proved the superiority of this system by graduating so many successful stenographers, who are holding first class positions. This system can be learned in less time than other systems, which gives more time for spelling, mimeographing, letter writing, typewriting and general office practice. Our graduates are, therefore, known not only for their rapidity and ability of taking down their notes, but also for their clear typewriting, good spelling, and the neat appearance of their letters.



A View of a Prominent Residence Street
Charleston, W. Va.

Penmanship.

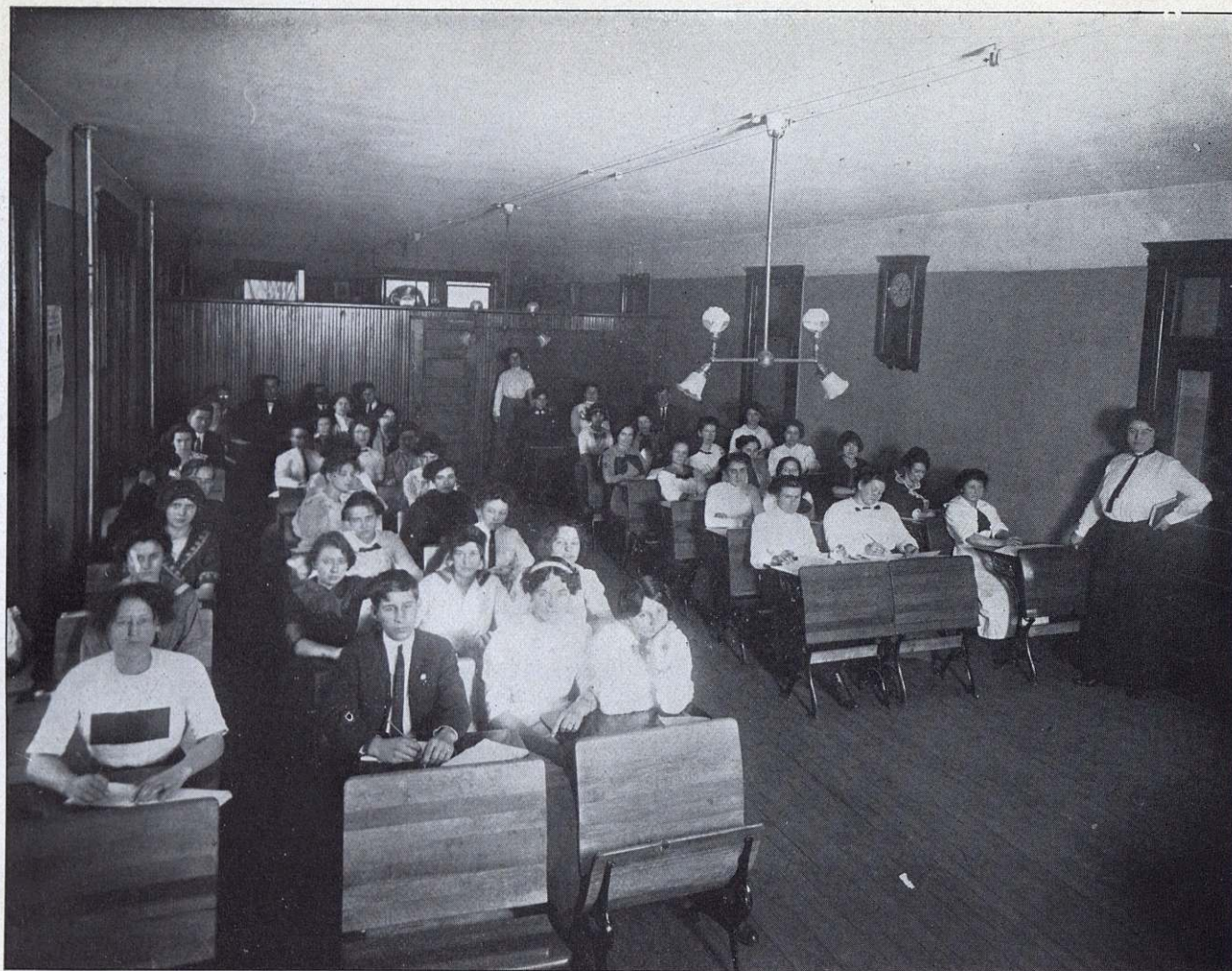
We do not believe we can lay too much stress on the subject of penmanship. Good penmanship is more essential for business work, than any other subject taught. You may be perfectly capable to keep books and your penmanship be so poor and detract so much from your work that your services will not be desired. Nothing assists a graduate from a commercial college in securing a good position more than being a good penman, and nothing causes more letters of applications for positions to go to the waste basket than poor penmanship. We require students on entering school to practice penmanship from one to two hours daily. We do not require, neither do we allow them to use their time on work along the ornamental line. On the other hand, we teach plain business writing, such as the business man requires. One of the most common expression we hear from business men when asking for students is, "Does he write a good hand?" or, "He must write a good hand." If students will follow our instructions, they will be good business writers when they leave our school.

Letter Writing.

Letter Writing is an important part of our business, shorthand and penmanship courses. We have students write letters on various subjects, which are carefully criticised as to composition, form, spelling, penmanship, use of capitals, etc. The subject of punctuation and correct business English are taught in connection with letter writing work.

Spelling.

Spelling is an accomplishment that every one should endeavor to acquire. There are many young people enter our school having a fair education otherwise, but are woefully deficient in spelling. Knowing the absolute necessity for proficiency in this branch, we give special attention to it. We give daily drills in written spelling. The words are classified according to the different lines of business, profession, science, literature, etc. Spelling in our school, is brought up to a high standard of proficiency before finishing the course. Business men will not tolerate poor spelling.



Shorthand Department

Typewriting Department.

Touch Method.

On another page may be seen a picture of our TOUCH TYPEWRITING DEPARTMENT. The department is equipped with the standard make of machines—L. C. Smith, Underwood, and Remington, all new. If we expect to have good work done, we must furnish good tools. We teach TOUCH TYPEWRITING. If not taught systematically, it is a failure. We take great pains in starting our students. The old sight system of looking at the paper, and then down to find the proper keys, has been discarded and its place has been filled in up-to-date schools by the TOUCH SYSTEM. The advantages of the TOUCH SYSTEM may readily be seen, for the operator is not required to take his eyes from his notes to watch the keys of the machine while writing. It saves time, less strain on the eyes, less fatiguing and touch more uniform, thereby adding to the appearance of the work. The true test of a stenographer's ability is the typewritten page. All the work done by the student is carefully corrected by the teacher, and if not up to the standard will have to be re-written. Skill in operating the typewriter is of greater importance than skill in shorthand. Students are required to make a certain speed before graduating.

The Business English Course.

This course is especially arranged for those who are deficient in the common branches. Many have been deprived of the advantages of early education, and others neglected these opportunities. We give the practical part of Grammar; do not spend time on things we likely will never use. Business men complain that their stenographers know so little English and are poor spellers. For this reason we give the subject a prominent place in all the departments of the college. Punctuation, use of capitals, etc., and business forms generally receive due attention.

Instruction by Mail.

We have arranged a course by mail especially for teachers, or for those who cannot start at once. By this plan, you will be able to complete a good portion, or more than half of the work at home before entering school, and by this means save considerable in expense and time. Many are taking it with splendid results. The student is expected to take from one to two lessons per week and send his work in for criticism and return. The cost of the course is \$15.00 and \$2.00 for books.

Write for information concerning our mail course.



Section of Typewriting Department



Miss Frances Calvert

The
Kanawha & Michigan
Railway Co.
W. M. Scott, Car Service Agent

Charleston, W. Va., September 5, 1912.

The New C. C. C. College,
City.

Gentlemen:

After attending your school for five months, I now have a position as Stenographer in Car Service Department. K. & M. Ry., Charleston, W. Va.

I started in at a salary of \$50.00 per month, and do not hesitate to recommend your school to any one who is thinking of taking a business course.

Yours truly,
MISS NAOMI ENGLAND.

MATHES-WILKERSON COMPANY
Real Estate and Insurance

Charleston, W. Va., Sept. 11th, 1912.

New Capital City Commercial College,
City.

Gentlemen:—

It certainly affords me great pleasure to speak a good word for your School. I can truly say that the School is all that it represents itself to be.

I have a good position in a Real Estate and Insurance Company, and have never for a minute regretted the taking up of the Shorthand work, nor the choice of a school in which to prepare for that work.

Thanking you for the many courtesies shown me while attending your School, and wishing you many years of success, I am

Sincerely Yours,
FRANCES E. CALVERT.



Miss Naomi England

SCHWARZSCHILD AND SULZBERGER.

Charleston, W. Va., Sept. 5, 1912.

New Capital City Commercial College,
Gentlemen: City.

It gives me great pleasure to have this opportunity to speak a word of praise of your school, and feel that I cannot recommend it too highly to young men or women who are interested in a business education.

After a five months course in your Shorthand and Typewriting Dept., I am able to do most any kind of work in this line and feel that I owe my success to your thorough method of training and Individual Instructions which I received while attending your school.

Words can't express my gratitude to you for my success, and my advice to all concerned in a business education would be to attend the New Capital City Commercial College.

With very best wishes for your success, and again thanking you for the interest you have shown in my behalf, I am

Gratefully yours,
FRANKIE MORRIS.



Miss Frankie Morris

OHIO FUEL OIL COMPANY

Charleston, W. Va., June 1, 1912.

New Capital City Commercial College,
City.

Gentlemen:—

I esteem it a great privilege to express my great appreciation of the New Capital City Commercial College and the thorough work it is doing.

I can highly recommend your school to anyone desiring to be well qualified for a position as stenographer, as I can assure them they will receive the necessary instruction to qualify them for such position, and shall be more than glad to do so whenever the opportunity presents itself.

Thanking you for the special individual interest given me, and wishing you an abundance of success in your work, I am

Very sincerely,
EFFIE LEGG.



Miss Effie Legg

Working One's Way.

The chief item of expense in attending school away from home is that of board and room. Many of our students are able, through our assistance, to obtain positions where they are self-supporting. It is honorable to work, and we praise the young man or young woman who is not too proud to work for a living and an education at the same time. In the past we have been able to accommodate all who have asked for assistance of this kind. A number of our young men do chores for board and room in private families.

We have calls for young ladies to assist with house work in exchange for board and room. We have no difficulty in placing all who apply for such positions. These young women help in the homes of many of our personal friends, where they are treated as member of the family, and have all the comforts, convenience and associations of home life.

Some of our most popular students while in school, and most successful in business after graduating, have supported themselves wholly or in part while attending the College. Young men and women wishing such opportunities should write us,

Night School.

We run an Evening School three nights of each week, Mondays, Wednesdays, and Fridays, from 7 to 9. Instruction is given in Arithmetic, Spelling, Penmanship, Grammar, Shorthand, Bookkeeping and Typewriting. This is for the benefit of those who are engaged through the day. Night students often do the best work, the fact that they are willing to work at night after having worked all day is in itself almost a guarantee of success. It is possible to take a complete business or shorthand course in our evening school. Many of our students go to positions from night school. The night school offers unusual opportunities to men and women to get ready for greater things than they have yet done. There is no better place to spend your evenings than at the New C. C. C. C. The rooms are pleasant, the equipments the very best, the instructors are watchful and encouraging. Our evening school may be attended without giving up a position, and the student may be earning at the same time he is learning.

A Word to Parents.

We realize that parents have some hesitancy about sending their sons and daughters away from home to school in a city. However, there need be no cause for anxiety in this respect. Every assurance is given them that, if sent to our school and placed in our charge, their sons and daughters will be safely and comfortably situated; their morals vigilantly protected; their wants looked after, and their interests carefully guarded.

We meet them at the train when requested, and assist them to boarding places.

Course of Study with Rates of Tuition.

BOOKKEEPING COURSE

Bookkeeping
Banking
Mining
Penmanship
Commercial Law
Arithmetic
Spelling
Grammar
Business Correspondence

SHORTHAND AND TYPEWRITING COURSE

Shorthand
Typewriting
Grammar
Business Correspondence
Spelling
Business and Legal Forms
Office Practice
Civil Service
Penmanship
Tabulating
Mimeographing

COMBINED COURSE

Our popular combined course includes all the subject given in both the Bookkeeping, Shorthand and Typewriting Courses.

BOOKKEEPING COURSE

By the month for any number of months..	\$10.00
Life Scholarship	50.00
Life scholarship, payable at the rate of \$15.00 per month	55.00

SHORTHAND AND TYPEWRITING COURSE

By the month for any number of months...	\$10.00
Life scholarship	50.00
Life scholarship, payable at the rate of \$15.00 per month	55.00

COMBINED COURSE

By the month for any number of months...	\$12.00
Life scholarship	90.00
Life scholarship, payable at the rate of \$15.00 per month	100.00

TYPEWRITING COURSE

Typewriting alone by the month	\$ 5.00
Full course	15.00
With Bookkeeping Course extra per month..	2.00

NIGHT SCHOOL—(any course)

By the month	\$ 5.00
Six months in advance	25.00

ALL TUITION PAYABLE IN ADVANCE.



Miss Mary Gosnay

COOKE & WILSON.

Charleston, W. Va., Sept. 9, 1912.

New Capital City Commercial College,
Gentlemen:

It certainly gives me great pleasure to have an opportunity to say a good word for the N. C. C. C. and its principal. I cannot say enough good things for the N. C. C. C. I wish to state, however I would heartily recommend it to any one who is thinking of taking a "Business Course" as a school whose thorough business training makes it possible for a person, inexperienced in the ways and methods of the business world, to make a success of the business life.

I speak for myself and various young ladies and young men of my acquaintance when I say that I am perfectly satisfied with the training I had at your school and I think that no one could do better than take a course, either in the bookkeeping or stenographic department.

I feel that this is a very feeble effort to express my satisfaction in and thanks for the training that I received while attending the New Capital City Commercial College, but I trust that the good wishes contained herein will in some degree make up for the lack of fluency.

Sincerely yours,

MAUDE PHILLIPS.

Charleston, W. Va., Dec. 3, 1912.

The New Capital City Commercial College,
City.

Gentlemen:—I consider the time and money spent in The New Capital City Commercial College, the best investment I ever made. After completing the Stenographic course I obtained a position. The training received in your college is so near like office work that I found no difficulty in performing my duties as stenographic and office girl.

And one attending your school will certainly receive fair treatment and get their money's worth. Believe me when I say I can heartily recommend your school to anyone who wishes to obtain a thorough business training.

Wishing you the success you deserve, I am

Very respectfully,

MARY GOSNAY.



Miss Maude Phillips



Miss Emma Kahn

**Imperial and Royal
Austro-Hungarian Vice-Consulate
Charleston, W. Va.**

Charleston, W. Va., September 3, 1912.
The New Capital City Commercial College,
City.

Gentlemen:

I certainly remember the pleasant days, which I spent in your school, and think of them as the happiest and most profitable of my school life as they prepared me for a good position which I now occupy.

Anyone wishing to enter the business world, cannot find a better school in the State than "The New Capital City Commercial College".

Wishing you a continuance of the success that has always been yours, I am, a former student

EMMA KAHN.



Mrs. Gertrude Mathews

Charleston, W. Va., Apr. 15, 1912.

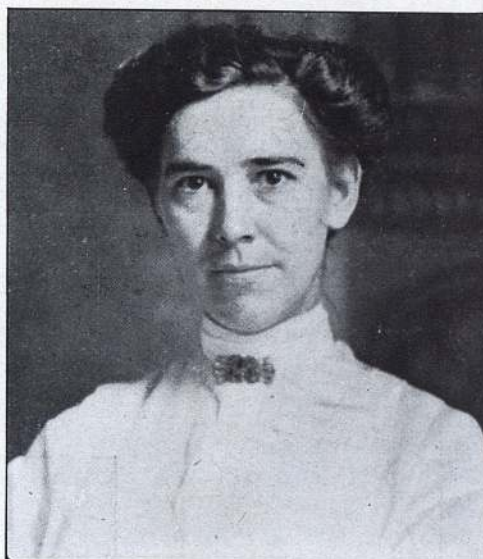
The New Capital City Commercial College,
City.

Gentlemen:

It is now over a year since I left your school, and I feel I must thank you for your special interest and kind treatment I received while there. No school takes more personal interest and gives as much individual interest as your school. Your methods are thorough and up-to-date, which enables your students to come up to high standard of excellency which employers expect. I can conscientiously say that your school is all it claims itself to be, and whoever attends it will not be disappointed in their training and treatment.

Wishing you the success that your institution merits, and with kind regards to you, I remain

Very respectfully yours,
MRS. GERTRUDE MATTHEWS.



Miss Ada Day Hill

Hurrah, for the C. C. C. C.

Poem by Ada Day Hill.

As I am now your graduate,
 I feel I am duty bound
 To tender you my grateful thanks
 Before I leave this town.
 I entered school some months ago,
 And I am forced to say
 That I have never had a cause
 To regret my course that day.
 I know of many business schools,
 Both here and in the West,
 And I have found the C. C. C. C.
 To be by far the best.
 It's practical and up-to-date;
 Your methods are complete;
 And you prepare your students well
 The business world to meet.

And after real experience

I can now clearly see
 The value of the crucial tests
 That you put up to me.
 And by your patience and your zeal
 So well I've gotten through,
 And truly words fail to express
 My gratitude to you.

My past success and future hopes,
 I am frank to say
 I owe to the New C. C. C. C.
 Of Charleston, W. Va.
 And now where'er my lot be cast
 Your school I'll recommend,
 And always shall subscribe myself
 Your most sincere friend.

Yukon, Oklahoma, Aug. 10, 1912.



Miss Effie Carter

THE PRUDENTIAL INSURANCE COMPANY OF AMERICA

Charleston, W. Va., Sept. 5, 1912.

New Capital City Commercial College, City.
Gentlemen:

It gives me great pleasure to speak a word of praise for the dear New Capital City Commercial College.

I entered your school the first of the year 1912, for the Shorthand and Typewriting Course. I found the school just as represented and the teacher both ready and willing to help the pupils in every way possible. I never fail to recommend your school to any young men or women wishing to enter the business world.

I am now employed at the Prudential Insurance Co. of America and have no difficulty, with the thorough training received at the New Capital City Commercial College, in performing my duty.

Thanking you for the many kindnesses shown me, I remain
Very sincerely yours,

NEOLA LOWE.

THE NATIONAL AUDIT CO.

(Incorporated)

Accountants and Auditors

Charleston, W. Va., September 30, 1912.

The New Capital City Commercial College,
City.

Gentlemen:—

I feel it my duty to write to express to you my appreciation of the excellent course of training I received at your school, and I believe it to be the best school in West Virginia of its kind, on account of the personal attention given to each student, and the untiring efforts of its teachers.

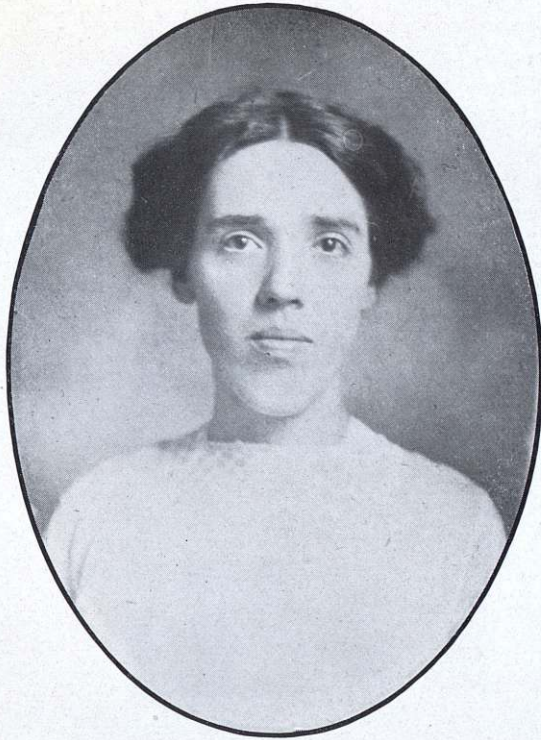
Before attending your school I was clerking in a store at a salary of \$30.00 per month; I am now doing much better in the way of salary. I am working for the National Audit Company, and the work is lighter and more pleasant; therefore, I can conscientiously recommend The New Capital City Commercial College to anyone wishing to fully prepare themselves for the business world.

Respectfully,

EFFIE CARTER.



Miss Neola Lowe



Miss Susie Mitchell
Leesville, Va., Sept. 5, 1912.

The New C. C. C. College
Charleston, W. Va.

Gentlemen:

It affords me the greatest pleasure to write and express to you my appreciation of the excellent course of training I received in Shorthand and Bookkeeping at The New Capital City Commercial College.

Before entering your school I taught three terms in the rural districts of Bedford County, and the sessions being short and the salary poor, I decided to take a business course. I corresponded with several colleges, yours being one of the number. I noted that you made

individual instruction a specialty, which appealed to me, because I thought I would be advanced as fast as I could learn, and not be rushed through the work without getting a thorough knowledge of it. I can truthfully say that what you wrote me was in no way misleading as to the merits of the school.

I always found the teachers ready and willing at any time to do that which would cause the most advancement and betterment of their students.

I am now working for The Charleston General Hospital. I enjoy my work much better than teaching in the public schools, and my yearly income is four times as great as that received while teaching.

The time spent in the N. C. C. C. was not only beneficial to me, but a real pleasure.

Wishing you unlimited success in the future, and with kindest regards, I remain

Yours very sincerely,

SUSIE E. MITCHELL.

Charleston, W. Va., June 3, 1909.

New C. C. C. College,
City.

Gentlemen:

Dear Friend:—It gives me great pleasure to say a few words in the interest of your school. I consider your method of instruction in shorthand most excellent, and under your individual instruction one can easily attain great proficiency in the art of shorthand.

Being a public school teacher of some years' experience I feel that I know when one is an able instructor, and most heartily recommend your school to those who desire a thorough and practical knowledge of shorthand.

Yours very truly,

KATE HORN.



Charleston's Beautiful Y. M. C. A. Building

General Information.

Churches--Young People's Societies.

There are more than thirty-eight churches in Charleston, consequently there is no difficulty in finding the church of your choice, where you will be made to feel at home. Each church and young people's society extends a cordial welcome to young people who are strangers in the city.

Young Men's Christian Association.

Just across the street from the College is the Young Men's Christian Association, where ample provision is made for the entertainment of young men, where students are cordially welcomed and where the best of influences are thrown about them. For a very small cost the members of this association enjoy the benefits of the library, reading room, bowling alley, gymnasium classes, swimming pool, basket ball, etc., under expert leadership.

We have arranged for special low rates for our students and we most heartily recommend this institution to students and especially to those who have been used to plenty of out-door exercise.

Young Women's Christian Association.

The Young Women's Christian Association is located within four blocks of the College. Here the young women receive a cordial welcome, and every possible effort is put forth to make their time spent in Charleston enjoyable and profitable.

A well equipped gymnasium, domestic art science class, bible classes, and religious meetings; dormitory, rest room, lunch room and library; social occasions, talks, lectures and entertainments are among the membership privileges.

Qualifications for Entering.

An ordinary public school education is all that is required to enter this institution.

If a student has not been in school for some time and feels "rusty" and behind in his studies, we can assure him that he will find others like himself in school, and that he will receive, if necessary, personal instruction until thoroughly prepared to enter classes without the least embarrassment. Students who contemplate entering should, brush up on the common branches before coming, and thereby save time here.

Students May Enter Any Time.

The classes are so arranged that a student may begin any time and pursue the desired studies without interruption.

No Cut Rates.

We can't make them and keep the work up to the high standard we are trying to maintain. We sometimes make a small reduction when more than one from the same family enters at the same time.

Department and Discipline.

All our students are treated as ladies and gentlemen and they are at all times expected to deport themselves accordingly, and to comply with the rules of the school. Those who do not comply with the rules of the school are asked to withdraw and those who do not feel that they can comply with the rules should not enter.

Board and Lodging.

We assist students in getting nicely located when called up to do so. Desirable board and room can be had for \$3.00 per week and upwards, depending upon the location; quality and accommodations desired.

We always keep a list of places where students may secure board and room.

Students' Mail.

Should be addressed care of the New Capital City Commercial College.

Diplomas.

We issue diplomas to each student who completes all the branches of either of the regular courses with satisfactory grades. A very extensive and thorough examination is given students before issuing a diploma.

Visitors.

Welcome at any time. We most cordially invite friends and strangers to call and see what we are doing. We shall take pleasure in showing you through the rooms and giving any desired information.

Reports to Parents.

We are often asked by parents and guardians to advise them of what the student is doing and how he is getting along in his studies. This duty is always fulfilled on our part when requested.

On Arriving in the City.

Persons arriving in the city, should leave their baggage at the depot, retain their checks, and come directly to the college office, corner of State and Capitol Streets, where a suitable boarding place may be obtained, after which baggage may be taken directly from the depot to the boarding place. Those who desire us to meet them at the train should write us the date and time they will arrive and over what road.

Send us Names.

If you have friends who are, or should be interested in a business or shorthand education, kindly send us their names and we shall take pleasure in sending them our catalogue, and we will write each a personal letter setting forth the advantages of our institution.

Further Information.

Do not hesitate to write or call on us for any additional information, or any explanation on any point not made entirely clear after reading catalogue. We will cheerfully and promptly answer all questions. In writing, address

THE NEW CAPITAL CITY COMMERCIAL COLLEGE.

Charleston, West Virginia.



May 1, 1910.

The New C. C. C. College,
Charleston, W. Va.

Gentlemen:

After having finished a business course under your instruction it certainly gives us much pleasure to recommend your school to others.

You will investigate hundreds of schools before you will find one where shorthand and kindred branches are so thoroughly taught, and where so much individual instruction and personal interest are given, therefore we can conscientiously recommend the New C. C. C. College to any one wishing to fully prepare themselves for the business world.

MRS. E. R. YATES.

MISS BOOKOUT.

(Miss Bookout holds a position with the Shelby Shoe Factory at Kirksville, Mo.)

**STATE BOARD OF CONTROL
STATE OF WEST VIRGINIA.**

The New C. C. C. College,
Charleston, W. Va.

Gentlemen:

I write this letter with a view of trying to express my gratitude for the benefits derived from your school. I can not say too much in favor of your system of teaching, i. e. the system of individual instruction which enables the student, if progressive, to become very competent, if not expert, in a very short time. I am not

claiming to be expert, not even very competent, but I must say that since I took your course, I have been working at different places, and, to my judgment have had mostly words of praise for my work. I realize that I owe all this to you, and while I cannot be too thankful, I deem it expedient that I write you a letter setting forth my reasons for commending your school.

You have inaugurated the method of individual instruction, which allows a progressive pupil to continue with his studies; his advancement is not retarded by negligent or dull students. This, in my opinion is very beneficial to the student, as he may readily complete the course, if he desires so. In addition to this, you are a most competent teacher, teaching Gregg System, which, as shown by a contest recently held in Washington, is the coming system of shorthand.

Hoping that this letter will be useful to you, and that your school will progress rapidly, I am

Very gratefully yours

C. R. SEVY.

Malden, W. Va., Aug. 21, 1911.

The New C. C. C. College,
Charleston, W. Va.

Gentlemen:

I have attended the New C. C. C. College taking there a course in Stenography and Typewriting, and feel that too much cannot be said in commendation of the thoroughness, directness and efficiency of its methods.

I am now working for the Kanawha Vally Bank, and attribute my success to the thorough training I have received at your school.

Sincerely,

ELIZABETH HOWARD RUFFNER.

Charleston, W. Va., July 14, 1912.

**STATE BOARD OF CONTROL
STATE OF WEST VIRGINIA.**

The New Capital City Commercial College,
City.

Gentlemen:

The completeness and thoroughness in the teaching of Shorthand shown by the New Capital City Commercial College is one of the many good features it has in preparing students for positions in the business world and I can heartily recommend it to any contemplating such a course.

Respectfully,
DONALD WEIR.

THE CITIZENS NATIONAL BANK

Charleston, W. Va., September 6, 1912.

New Capital City Commercial College,
City.

Gentlemen:

In reply to your request for a statement from me in regard to the course I received at your school, allow me to say that through the training I receive there, coupled with the individual instruction given me by yourself and your efficient teachers, I am today holding a position with a bank of this city with excellent prospects for advancement.

Wishing you continued success, I remain

Yours very respectfully,
EDWARD HESS.

THE AEOLIAN COMPANY.

Charleston, W. Va., Sept. 5, 1912.

The New Capital City Commercial College,
City.

Gentlemen:

I take pleasure in recommending your institution to all ambitions young men and young women who wish to qualify themselves for self-reliance.

I am sure that any young person can make no better investment of his time or money than to take a course in your school. I can heartily recommend it to any one desiring a practical business education.

Thanking you for your superior teaching and your past efforts in my behalf, and wishing you and your school continued success, I remain

Very sincerely,
F. LORETTA FARRY.

Charleston, W. Va., 9-4-12.

New C. C. C. College,
City.

Gentlemen:

I feel that I should tell you how highly I value the training I received during the four months I attended your school. I would not hesitate to recommend the same to any one who desires to take a business course.

I have a good position with one of the best firms in town, the Charleston Electrical Supply Company, and I owe it all to you.

Yours,
LOUISE HOLMES.

KANAWHA AND MICHIGAN RAILWAY CO.

Charleston, W. Va., October 5th, 1912.

New Capital City Commercial College,
City.

Gentlemen:

After finishing my course in the local high school I found much to my chagrin that I could not secure a suitable position; that I lacked a knowledge of the business world. I was advised by an experienced business man to take a course in Stenography at your school. In three months I was ready to take a position, and now hold a very desirable place in the Treasury Department of the Kanawha & Michigan Railway Company, which I feel due to the careful and thorough training I received at your school.

I heartily recommend your school to any one who desires to make a success in the business world.

I beg to remain

Very truly yours,
CLARENCE FAGGATT.

Glen Jean, W. Va., Aug. 17, 1912.

The New C. C. C. College,
Charleston, W. Va.

Gentlemen:

I am very much indebted to the New C. C. C. College and can never thank you sufficiently for the instruction which I received while attending your college.

When asked which college I attended, I am always proud to say: The New C. C. C. College and will always recommend it to anyone wishing to take a thorough business course.

I am now working for the New River Co., Macdonald, W. Va., and feel that my success is due to the individual instructions and thorough training which I received at your school.

Appreciating the opportunity of expressing my gratitude toward the New C. C. C. College and wishing you continued success, I remain

Very truly yours,
BELLA HERRON.

STATE ARCHIVES AND HISTORY, ANNEX.

Charleston, W. Va., September 8, 1912.

The New Capital City Commercial College,
Gentlemen:

After completing a course of shorthand I took a position in the State Archives and History Department, and I am very well pleased with the work.

It is with pleasure that I express the great esteem in which I hold New Capital City Commercial College, and its efficient and courteous teachers. I can heartily endorse the thoroughness of your school, and the interest which is taken in the students. The busy atmosphere about your school instills the spirit of work in all your students. Without the thorough course I received at your school, I would not today hold the responsible position with which I am entrusted. To every young man and young woman who desire a thorough business training, I most heartily recommend a course in your school as a starting point in a business career.

Very respectfully yours,
RALPH MATTHEWS.

