

*New Home of the*  
**STANDARD SECRETARIAL SCHOOL**

NEW MASON & McDUFFIE BUILDING  
 Corner Shattuck and Addison, Berkeley, Calif.  
 Entrance 2104 Addison Street



This School Offers Regular Standard Accounting and Secretarial Courses by Individual Instruction and Special courses as follows:

Speedwriting complete 6 to 10 weeks.

Gregg Shorthand complete 10 to 16 weeks.

Pitman or Graham Shorthand complete 12 to 20 weeks.

Speed for any Secretarial position guaranteed within time specified.

*For further information Telephone Berkeley 4986*