

Teach your Sons that which they will Practice when they become Men.

the Ottawa Business College, and a young man who has learned the sales business, and ran find three or four months' time to go through the College Course will find himself in such a position as will give him a vast advantage over all competitors who have not enjoyed the same opportunities, especially as the course embraces sets of books adapted to different localities and various kinds of business, and it should be observed that *two entries are specially and entirely devoted to the retail trade.*

The conferring of Diplomas, too, is of immense importance to those seeking employment, as these are emphatic certificates of qualification.

A Word to the Wise.

We would strongly advise all these who contemplate entering a Business College, first to sit down and consider the matter in all its points and bearings, and after having fully made up your mind to enter for a Business Course consider which College would be the best, and no matter what may be the way, be sure and go to that College which you think and believe to be the best. Remember that it is not always the one that makes the greatest pretensions or promises the greatest results that is the best; remember that it is not always the one that has the largest advertisement or makes the greatest puff in the papers that is the best; remember that it is not always the one that promises to make you a first class book-keeper in a certain time or makes you a worthless promise of obtaining you a situation when you get through that is the best; remember that it is not always the one that lives by puffing and blowing its own merits, that can impart to you the best commercial education; but it is the one that lives by its true intrinsic merits alone, the one that can appeal to its own graduates throughout the land and refer to them, as by far the best and most valuable advertisements with which a Commercial College can be advertised, remember it is that College in which the Teacher makes the Students interest his own, that is the best, that while he endeavours to make you depend on your own ability and exertions he still will not leave you to grope your way in the dark, and that while he may strive to advance you as speedily as possible he will not do so at the expense of your thorough understanding that which you have gone over—one word more; in going to a Commercial College, be sure and go to the best and let that best, be a thorough Business College and not one where there are two departments a Preparatory and Commercial department, for the time and attention of the Principal and Teachers must necessarily be divided between the two, and neither branch can have that particular attention, it should have therefore in going to a Business College go to a thorough Business one, where a business education alone is taught and where business habits are thoroughly inculcated.

Non-Sectarianism.

This Institution is entirely non-sectarian in its character. And no attempt is allowed to be made by any one in authority, or otherwise to interfere with the religion belief of the Student; all controversy on religious subjects while in the College rooms is strictly prohibited, as this is purely a Business College and not under the control of any particular denomination.

A FEW FACTS FOR ALL.

1st.—A good Handwriting has laid the foundation of many a fortune; and is besides an excellent accomplishment to possess.

2nd.—First-class Accountants are rarely ever "afloat," and the knowledge of Accounts has saved many a fortune, while the lack of it has sent many an honest man to the Bankrupt Courts.

3rd.—An acquaintance with the simple principles of commercial law is competent to keep prudent men "out of Court" and save a vast amount of annoyance and insecurity.

4th.—Many a brilliant career has had its starting point in the ability to write a good business letter, while the satisfaction of being master of this accomplishment is worth much more than the cost of its acquirement.

5th.—The knowledge of being thoroughly competent and able to fill any position in which a man may be placed in business compensates him a hundred fold for all the trouble and cost in obtaining that knowledge.

6th.—All this being true, it follows that the Institution, which shall afford the best means for a ready acquirement of these excellent qualifications is a conservatory of public good and a blessing to the community.

7th.—The Ottawa Business College is acknowledged to be such.

8th.—If anyone has doubts on this point they can easily be removed by examining our course of Business Training, and Horace Greely says; "I wish ever man had such an education—every young man especially. And if either of my sons had lived, and I had trained him, as I should have tried to do, to be a great and good farmer, I should have wanted to send him at least one six months to a Business College to give him the aptitude and habits and forms of a thorough business man."

College Rules and Regulations.

1. All students entering the College are supposed to be gentlemen and will conduct themselves as such.

2. Punctual attendance at the hours of opening is required of all students.

3. Quietness, order and diligence during the hours of business are strictly enjoined.

4. In case of absence a satisfactory explanation is expected.

5. Students after entering are expected to remain in the room the full session hours, and will in no case leave without obtaining permission.

6. Students will not remain in the room unless engaged in prosecuting their studies, and are not allowed to engage in conversation on any other subject whatever.

7. No laughing, talking or unnecessary noise, lounging, sitting in windows, or collecting in groups is allowed.

8. No student is allowed to check or interfere with the book of another as each one is expected to depend on his own ability or come to some one of the Teachers for assistance.

9. Chewing or Smoking tobacco, using profane or obscene language, or any kind of intoxicating drink, or playing at any kind of chance games, will on no account be allowed (a violation of this rule will render the student liable to expulsion.)

Any man, young or old, wishing to meet with success in a business life, should not fail to spend three or four months in the

Ottawa Business College.

STUDENTS CAN ENTER AT ANY TIME.

No Vacation.

This College is open day and evening, As there are no vacations, and classes of different grades being established, the student can enter when most convenient, and meet with that individual instruction so requisite in this department of learning. The student obtaining our Scholarship can attend till he feels himself a competent and scientific accountant, capable of taking charge, in any line of business, with certainty of success. For important considerations the Ottawa Business College holds a position of commercial influence and respectability unrivalled in this country.

REFERENCES.

We have deemed it unnecessary to insert lists of references in this circular, because the College and the results of its system are so well known and appreciated as to render such references superfluous. Our great reference therefore is to the business community at large; to the leading public journals of the day, and in particular to our graduates and their employers, who are now so numerous that their testimony can be had in any part of the provinces.

TERMS.

PAYABLE IN ADVANCE.

Scholarships for College Course, time unlimited, entitle the holder to a thorough Course of instruction in the following Branches:—

Bookkeeping by Double and Single Entry, adapted to General Mercantile Business, Manufacturing, Mining, Milling, Forwarding and Commission Business, Foreign Exchange, Jobbing, Steamboating, Penmanship, Commercial Arithmetic, Laws of Commerce, Business Letter writing, and Spelling, time unlimited, price \$35 00
Same course for Ladies 30 00
Books and Stationary 10 00

Partial Courses.

Bookkeeping with Penmanship 30 00
Penmanship alone, full course 15 00
Same course for Ladies 12 00
Business Penmanship, 3 months 10 00
" " " 1 month 5 00
Course of Lectures on Commercial Law 5 00
Telegraphing 20 00
Phonography 20 00

Hours of Instruction.

Rooms open from 9 a.m. to 9 p.m.
Hours of instruction: 9 to 12 a.m., 2 to 4, and 7 to 9 p.m., on all legal business days. No Vacations.

For Large Circular containing full information and specimens of writing, call at the College Office or address—

J. M. MUSGROVE
Proprietor Ottawa Business College,
OTTAWA, Ont.,

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