

imparted. This is as far as they can go. It is only by making Business Education a specialty that it can be made to fulfil the requirements demanded of applicants for important positions, or to supply the training necessary to engage independently in business. After passing a satisfactory examination, the student is promoted to the

ACTUAL BUSINESS DEPARTMENT,

Which is under the management of a Practical Business Man and Accountant.

In this department the student assumes the position and undertakes the duties of the ordinary business man. He is provided with ample cash capital, the necessary blanks, documents and stationery, and is directed through a competent course of negotiations, correspondence, etc., with the other students, and having the same duties and responsibilities resting upon him as if actually engaged in the counting house. This course embraces every variety of transactions that can possibly occur in business—the keeping of complicated sets of books, the drawing of all kinds of documents, including notes, drafts, checks, receipts, orders, bills of exchange, certificates of deposit, accounts current, account sales, bills of lading, bonds, mortgages, letters of credit, contracts, protests, general average, articles of co-partnership, etc., etc.

The business operations of the students consist in buying and selling groceries, produce, hardware, dry goods, etc., etc., for cash, notes, drafts, orders, or on credit; he ships and receives consignments of all kinds, to be sold on commission or joint account, procures insurance, buys and sells real estate, stocks, etc.; corresponds with other business firms, makes money, deposits in the bank, gives and receives cheques, certificates of deposits, etc., computing all the calculations connected with the transactions, and keeps his books accordingly.

To accomplish all this, he is furnished with an outline of business, which simply directs him in the right course, but gives no particulars, requiring him to do all of his own calculating, corresponding and filling out of the various forms, the manager being a guide or reference to whom he may apply at any time for information or advice. All of the work is subject to a most rigid examination by the manager of the department, and nothing is allowed to pass that is not absolutely correct.

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