

Annual Announcement.

9

Persons interested, who will take the trouble to examine the extent and variety of the work done in our theory department, which is followed by so complete a course of practical training, applying the principles already taught, must agree with us in saying that any young man who has completed our entire course cannot fail to be benefited by so thorough and comprehensive a drilling in business matters.

Our New and Improved Actual Business Course.

THE present system of conducting the Actual Business department in our College, which was recently introduced, and thoroughly tested, proved one of the greatest strides ever made by this institution in advance of those of its kind and towards the goal of its ambition, viz: perfection in business training.

The great aim of every commercial school should be to have the work done, in its practical department, an exact counterpart of the work performed in the offices of any of our best business houses. With this object in view, the manager of this College has arranged and systematized a course of practical training, which is a great improvement on the one heretofore in use in the College, and which fully meets the above requirements. The result of his labors gave unbounded satisfaction when put to the test.

All communication between the students in this department and the clerks in the general office who represent the men with whom they are dealing, are by letter, thus giving the student an excellent drilling in letter writing — one of the most desirable and pleasing accomplishments in a business man's education. A business letter should be clear and concise, so that no possible doubt can exist as to the intentions. On this particular point students will be called upon to exercise as much care in every respect as if they were the medium of genuine operations.

Office Drill.

EACH student after completing the work laid down in the "Guide for Actual Business," which comprises four sets of books kept in the most approved forms, and having it passed by the teacher in charge of the practical department is then required to enter the

WHOLESALE OFFICE.

where he takes entire charge of the business and the books of the same, which are kept in the most popular modern systems now extant, further improved

CHATHAM.
Mr. D. McLAUGHLIN, Dear Sir: I am more than pleased with the able and systematic manner in which the young man in our office, who spent a term at your College, discharges his duties as book-keeper. He is in every way qualified for the work he has undertaken. I take pleasure, therefore, in recommending your graduates to the business community, and in expressing to the public my opinion regarding the thoroughness of the course of instruction pursued in your College. We are, yours, etc.,
H. A. PATTERSON & Co., Lumber Merchants.