

is not less than that of other similar institutions in the great business world; and the finishing touches which its multifarious duties give to the student are well calculated to impart a degree of facility and confidence in actual business operations such as no mere theoretical training could accomplish.

The time necessary to accomplish the complete course is from three to four months; but progress is not marked by the lapse of time, but by proficiency in the prescribed studies.

Rules and Regulations of Bryant, Stratton & Odell's Commercial College.

1. Regularity of Attendance.

All Students entering for the full commercial course are expected to be regular in their attendance upon the daily sessions, unless duly excused from the same.

2. Reports of Non-Attendance, Tardiness, etc.

All absence from, and tardiness at morning and afternoon Roll-call and Recitations, are noted in the Register, and reports of the same will be sent weekly to parents and guardians, except in cases where the student is responsible only to himself.

3. Leaving the Room.

No student is permitted to leave the room during the regular hours of study and recitation, without permission from the teacher.

4. Disorderly Conduct.

All disorderly conduct is strictly forbidden, and in this category are reckoned loud talking, walking about the room without permission and a definite and proper object; making unnecessary noise going up and down stairs; lounging about the street door or building; marking on the walls either in the school room or the public passage way; misusing furniture; unnecessary shuffling or stamping of the feet; and all species of demoralization resulting from idleness, indifference or malice.

5. Examinations and Promotions.

All students pursuing the complete course will be required to pass the regular examinations in each of the several grades before promotion to the next; and no student will receive a Diploma who has not honorably passed these examinations, and given evidence of his thorough comprehension of the duties of Accountantship.

6. Attendance of Classes.

All students entering for the full Commercial Course are required to attend all the classes, unless excused by the Principal, such excuses to be granted only upon a thorough and satisfactory examination of the student.

7. Grades of Study.

The regular grades in the commercial course are:—1. *Initiatory*; 2. *Advanced Theoretical*; 3. *Theoretical and Practical*; 4. *Advanced Practical*. Tickets of promotion are issued upon a satisfactory examination at the various steps.

8. Graduation.

Upon completion of the course, and a satisfactory examination thereof, students will be entitled to the honors of graduation, and awarded the regular Diploma of the College, unless

disqualified by acts of insubordination or other specified misdemeanor. Provided, however, that no student under the age of sixteen shall receive a Diploma. Students disqualified by age alone shall receive a first-class certificate, setting forth the facts, which certificate shall be considered quite as honorable as a Diploma, and shall entitle the holder to a diploma when he shall have attained the proper age.

9. Sessions, Roll-calls and Recitations.

The regular daily sessions are from 9 to 12 a. m., and from half-past 1 to half-past 4 p. m. Evening session from 7 to 9 from October 1 to April 1.

Morning roll-call 9 a. m.

Afternoon " " 1.30 p. m.

Writing sessions each day, 9 to 10 a. m.

Junior arithmetic class each day from 10 to 11 a. m.

Senior arithmetic each day from 11.15 to 12 m.

English classes, comprising English Grammar, Composition, Analysis, Correspondence and Dictation, Tuesdays, Thursdays and Fridays from 3 to 4 p. m.

Commercial Law, Mondays from 3 to 4 p. m.

10. Safe-keeping of Books and Materials.

Each student is furnished with a drawer for this purpose. It is however distinctly understood that when the student is to be absent for any number of days he must take away all his materials, as in no case will the proprietors be responsible for their safe keeping.

11. Penalties for Misdemeanor.

The proprietors will assume and maintain the right to enforce the above regulations, and such others as may be found necessary for the proper management and control of the school; and all students of whatever age and condition, will of necessity be obliged to conform to them.

All acts of deliberate disobedience or disregard of healthful regulations will be punishable by public reprimand and disgrace, or by expulsion from the school. Breaking of furniture or defacement of the building will, in every instance, subject the transgressor to a fine sufficient to repair the damage, aside from the penalty for insubordination.

GENERAL INFORMATION.

Individual Instruction.

EACH student receives such individual attention from the teachers in the various departments as will enable him to pursue his course as rapidly as his ability will permit.

Reports.

Monthly reports of attendance are rendered to parents and guardians when desired.

Parents and Guardians.

The plan of perpetual scholarship adopted by these Colleges affords a rare chance for parents and guardians who have charge of the education of children or wards. The purchase of a scholarship secures to the owner full tuition in all the departments, with the option of time; so that the lads of suitable age can pursue the course in connection with their ordinary school studies, and review at any time.

Spencerian Penmanship.

The Spencerian System of Business Penmanship has been identified with these Colleges from their commencement, and is universally acknowledged the most beautiful, practical and teachable system of writing ever introduced to the public.

Ladies.

Excellent facilities are offered to ladies desiring to pursue either Penmanship or Book-keeping.

Returned Soldiers.

Returned and disabled soldiers will find the readiest means of support in a good commercial education. Suitable deduction will be made in all cases worthy of such consideration.

Situations.

The efforts of the teachers of these colleges to obtain situations for their graduates have been eminently successful. In this particular they enjoy facilities superior to any class of schools or agencies in the country.

The Index.

Will be sent free to all who desire. Specimens of Business Writing, and samples of the Currency of the Business Department on receipt of three letter stamps.

FOR FURTHER INFORMATION please call at College Rooms, or address

BRYANT, STRATTON, & ODELL.

INTERCOMMUNICATION.

It will be readily apparent that a connected chain of institutions, located in the leading commercial cities, affords facilities for carrying on an extensive inland and foreign trade, such as cannot be enjoyed by a local school.

Through these agencies shipments are made and consignments received, with all the attending correspondence, including

Account Sales, Accounts Current, Statements, Etc.

This arrangement also gives ample scope for Bank correspondence pertaining to

Discounts and Collections

due abroad, differing in no respect from that connected with first class

Business and Banking Houses

In short, the plan of instruction adopted and pursued in these Colleges is the result of ten years' careful study and experience, with such rare opportunities for making it effectual as have been enjoyed by

No other Institution in the Country.

The course of instruction in these Colleges has direct reference to the requirements of business. The main branches pursued are:

Book-keeping,

in all its departments and applications.

Commercial Law,

including both the Law Merchant and such statutory regulations as pertain to questions of property and personal rights.

Commercial Arithmetic,

embracing all subjects applied in business transactions, the great majority of which are either entirely omitted or very lightly and unsatisfactorily treated in the prevailing textbooks of the day.

Business Penmanship,

upon the SPENCERIAN basis, under the instruction of the best teachers of this system in the country.

Business Correspondence,

including the principles of English Composition and such thorough practice in connection with the daily exercises as must secure the most satisfactory results.

To BUSINESS MEN.—Business men in any part of the country, who need the services of one or more young men as clerks or book-keepers, can be supplied at any time by communicating with us, either by letter or otherwise. We can supply good penmen and thorough accountants, on short notice, and shall always consider it a pleasure to do so.