

In teaching Penmanship in our Business Course, we insist on the Muscular Movement system, whereby the student acquires a good hand-writing, combining the three qualities named above : neatness, legibility and rapidity.

Commercial Law.

The aim of this department is to acquaint the pupil with those features of law that every business man should understand, and without a knowledge of which he is ever at the mercy of designing men.

Business men cannot do without Law and Lawyers, but they can have a sufficient general knowledge of Law to enable them to act with prudence and avoid doing or leaving undone what might involve a law suit.

Business Correspondence.

This feature of our course is intended to give the pupil such points regarding the requisites of correspondence as will enable him to properly construct, arrange, paragraph and punctuate a business letter, so that it shall convey its intended meaning, without verbiage or confusion, and shall appear to the best advantage.

Business Arithmetic.

The instruction differs widely from that afforded by ordinary schools, both in method of teaching and in matter taught. Prominence is given to those parts of Arithmetic which are of great interest to business men, and many subjects that are merely touched upon in other schools, and in the ordinary text books, are given the attention that their importance demands.

The aim is not only to impart to pupil familiarity with the rules of Arithmetic, but what is of greater consequence, to give him *facility*, *rapidity* and *accuracy* in the application of those rules. When the test of business is applied, *the ability to do*, and that with lightning rapidity, must accompany the *knowledge of how to do*.

The best Authors and latest improved short methods are taught by competent professors.

Book-Keeping.

Book-Keeping constitutes the frame-work of our system. The work in this branch is divided in four departments : Initiatory, Intermediate, Business Practice and Counting Room. The other branches, named above, and described in connection, are made to keep pace with the Book-keeping, so that the pupil is prepared when he completes the work in one of the four departments named, to pass an examination in the entire course up to a fixed point, rendering his attainments at each stage of his work, uniform and symmetrical.

Instruction in these branches is supplemented by the most Complete class drills and examinations.