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Book-keeping,

in all its departments and applications.

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Business Correspondence,

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

PLAN OF INSTRUCTION.

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Each student is admitted upon his own recognizance as a gentleman; is treated as such and is expected to consider himself, in all respects, responsible for his own acts. Having purchased a scholarship, which secures to him the necessary instruction to make him a his time and place of attendance within the prescribed jurisdiction of the College; but it is expected of all students that they will observe all possible diligence and regularity in their attendance. The general discipline, while it does not descend to those minute and specific require. ments which seem necessary in the conduct of schools more primary in their character, is, nevertheless, sufficiently strict and exacting to is furnished with a cash capital, which he inplace the responsibility of the student's provests in merchandise, purchasing the same from gress upon himself. A record of attendance an is kept in connection with the recitations and promptiess, as far as may be, is required. The and defraying the necessary expenses of getting progress of each student in his course is regul lated by such frequent and thorough examinations as shall be competent to satisfy the teachers in charge, and no student is permitted to pass from one division of his course to another i without giving evidence of suitable proficiency.

THE INITIATORY COURSE.

computes a complete knowledge of the

Theory of Accounts,

and the collateral branches, embracing Penman ship. Commercial Law, Commercial Calculations and Correspondence.

This part of the Collegiate course is most care ul'y and critically watched, no student being permitted to pass from one step to another without a thorough and satisfactory examination. His knowledge of

Book-keeping,

before passing to the Counting House or Graduating Course, must cover the entire field of the science, embracing the Departments of Retail and Wholesale Merchandising, Commission and Forwarding Agencies,-both Simple and Compound,- Joint Stock Companies of all kinds, such as Banking, Manufacturing, Railroading, Insurance, Mining, etc., etc., requiring him to open, conduct and close over twenty sets of books, with every variety of partnership contract, and division of gains and losses. The sets are short, embracing a large variety of entry and bringing into requisition all the forms of business paper, such as notes, drafts, checks, certificates of deposit, bills of exchange, statements, etc.

CRADUATING COURSE.

AFTER passing through the Initiatory Course, and giving satisfactory evidence of a thorough knowledge of the principles and practice of business, the student is advanced to the

Counting Room.

practical test.

miniature business world, in which are repre sented all departments of economy and affording to the student a novel and interesting glimpse of the outer world for which he is preparing. Here he sees, in actual and harmonious operation, the different branches of trade and commerce which unite countries, states, communities, and individuals in the closest bonds of thorough accountant, he is permitted to select; mutual interest, and make up that grand system of economy which men call Business.

> But he is no indifferent or idle speciator. Having pursued his studies thus far with special reference to the exigencies of a business life, he is now to engage in those pursuits which will test the value of his instruction. He is estab. lished in business as a

Importer or Jobber,

them in store. He keeps a regular bank account -an institution of this kind being always in operation, and serving as the great central financial agent of the busy community of dealors,-making regular daily deposits and drawing checks as occasion may require. In the course of business he receives other people's notes, and issues his own, all of which pass regularly through the bank either as discounts or collections, requiring constant vigilance upon his part, and a thorough understanding on business customs in this direction. In the constant repetition of buying and selling, he learns to watch carefully all the phases of the market, and to study the theory of gains from the practical lessons occurring under his immediate observation and direction. He is also thoroughly drilled in original entries of all kinds, and learns to rely upon himself. Having had sufficient practice in this direction, he passes to the other departments, and becomes, in turn, a proprietor or employee in a Commission House, Forwarding House, Insurance Office, Railroad Office, etc. In all these various positions he is furnished with the most approved forms in use, and having to adopt the actual practices, he acquires a facility in their use which could be obtained in no other way. From these positions he passes at length into the

College Bank,

where he becomes a financier, and learns to apply the theoretical lessons of his course in this direction. The BANK is fifted up with all the modern conveniences and furnished with a complete set of books and blank forms, together with neatly engraved bank-notes and coin, sufficient for the united business of all the various "houses" in operation. The business at the bank is at once the most natural and effective, being the result almost entirely of the other departments, and consisting of such actual transactions as require all the forms and manipulations common to banks of circulation and deposit. The student acts in turn as TELLER, BOOKKEEPER, CASHER, and in fact becomes familiar with all the entries and processes prac tised in banks. The bank is kept perpetually in operation, the books being closed only at stated periods sufficiently for the purpose of where his proficiency is put to a most severe declaring dividends. Its importance in perfect-The "Counting-Room" is a ing the operations in the business department