

with his business transactions; marks the cost and retail prices on goods in private letters; balances the books; makes deposits in the College Bank, which is well furnished with a complete set of books and provided with its own checks, deposits receipts, drafts; money, notes, protest papers, etc., etc., as that of a regular Banking Establishment.

After sufficient practice in this direction, the student is then promoted to the Bank where he conducts its affairs until a complete knowledge and practice are obtained.

Practice and Thoroughness are the distinguishing characteristics of the College Curriculum, and are the marked features of its Graduates in their business careers.

The Departments in connection with the above ACTUAL BUSINESS, are :—

THE INITIATORY DEPARTMENT, THE INTERMEDIATE DEPARTMENT, BUSINESS PRACTICE DEPARTMENT, COUNTING ROOM DEPARTMENT, BOURGET COLLEGE BANK, WHOLESALE MERCHANDISE EMPORIUM, COMMISSION HOUSE, COMMERCIAL EXCHANGE, TRANSPORTATION OFFICE AND JOBBING HOUSE.

Type-Writing.

Nearly all extensive business houses are now reducing the labor of correspondence by using Type-Writer.

Business men in all lines have discovered that one man with the Type-Writer will do as much writing as three men can do in the same time with the pen. The work of Correspondence and the preparation of business papers are done much better and more satisfactorily on the Type-Writer than with the pen.

Having examined into the merits of the leading writing machines now on the market we have adopted the "Remington" exclusively.

The Type-Writing Course is given outside of Class hours.

The use of the Cyclostyle duplicating apparatus for the newly perfected process of manifolded Type-Writing and manuscripts is taught gratuitously to students who follow the Type-Writing Course.

Stenography.

The importance of this subject has led us to give every student pursuing the Business Course the opportunity of acquiring knowledge of Shorthand. The system of Phonography taught in this Institution is that invented by H. N. Pernin.

Penmanship.

However well a young man may understand every other branch in our curriculum, such knowledge will be of limited value to him especially in obtaining employment, unless it be accompanied by a neat, legible and rapid hand-writing.

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