

are of the greatest moment to business men ; Commercial Arithmetic, treating in addition to the more common features of the subject, many topics not embodied in ordinary Arithmetics ; Business Penmanship ; Practical English Grammar ; Commercial papers and Correspondence ; Spelling ; Practical Mensuration and Algebra.

A Diploma

stating the capacity of each pupil is awarded to all those who obtain in the graduating examination, at least 75 per cent of the marks granted for the following branches, viz :—Book-keeping, Commercial Law and Correspondence, Arithmetic, Penmanship, Spelling, Mensuration and Algebra.

Actual Business and Banking Departments

A well organized Business Class, into which Practical Book-keeping, Banking, Business Customs, etc., are attended to, renders pupils capable to fill, immediately after leaving College, responsible positions, which would otherwise require several years of apprenticeship.

In this Department there are Counters and a Bank fitted out for the convenience of the Students, who take an active practical part in all kinds of Business Transactions ; in buying and selling ; forming and dissolving partnership ; giving and receiving notes, drafts, checks, receipts, orders, etc.

Each pupil is furnished with a capital consisting of cash, merchandise, notes, Real Estate, Bank Shares, etc., corresponding with the Business into which he is to engage himself, and he opens books accordingly.

The labor saving methods of posting directly to the Ledger from the books of original entry are here practically learned and mastered. He rents a store ; buys and sells merchandise ; holds correspondence with different firms ; computes all interest, discounts and other calculations in connection 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, deposit 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.

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