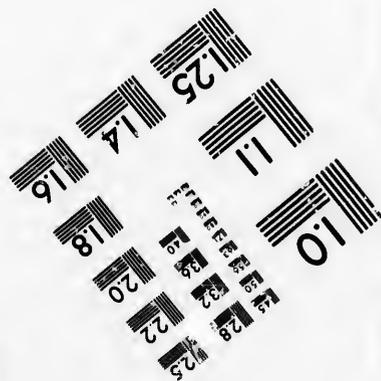
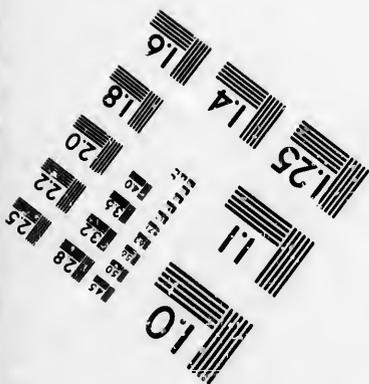
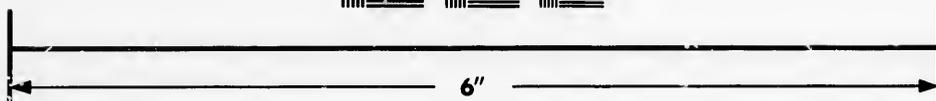
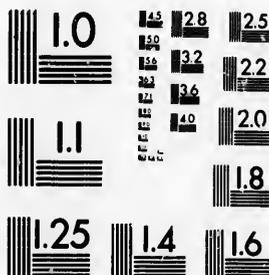


**IMAGE EVALUATION
TEST TARGET (MT-3)**



**Photographic
Sciences
Corporation**

23 WEST MAIN STREET
WEBSTER, N.Y. 14580
(716) 872-4503

**CIHM/ICMH
Microfiche
Series.**

**CIHM/ICMH
Collection de
microfiches.**



Canadian Institute for Historical Microreproductions / Institut canadien de microreproductions historiques

© 1987

Technical and Bibliographic Notes/Notes techniques et bibliographiques

The Institute has attempted to obtain the best original copy available for filming. Features of this copy which may be bibliographically unique, which may alter any of the images in the reproduction, or which may significantly change the usual method of filming, are checked below.

L'Institut a microfilmé le meilleur exemplaire qu'il lui a été possible de se procurer. Les détails de cet exemplaire qui sont peut-être uniques du point de vue bibliographique, qui peuvent modifier une image reproduite, ou qui peuvent exiger une modification dans la méthode normale de filmage sont indiqués ci-dessous.

- | | |
|--|--|
| <input type="checkbox"/> Coloured covers/
Couverture de couleur | <input type="checkbox"/> Coloured pages/
Pages de couleur |
| <input type="checkbox"/> Covers damaged/
Couverture endommagée | <input type="checkbox"/> Pages damaged/
Pages endommagées |
| <input type="checkbox"/> Covers restored and/or laminated/
Couverture restaurée et/ou pelliculée | <input type="checkbox"/> Pages restored and/or laminated/
Pages restaurées et/ou pelliculées |
| <input type="checkbox"/> Cover title missing/
Le titre de couverture manque | <input checked="" type="checkbox"/> Pages discoloured, stained or foxed/
Pages décolorées, tachetées ou piquées |
| <input type="checkbox"/> Coloured maps/
Cartes géographiques en couleur | <input type="checkbox"/> Pages detached/
Pages détachées |
| <input type="checkbox"/> Coloured ink (i.e. other than blue or black)/
Encre de couleur (i.e. autre que bleue ou noire) | <input checked="" type="checkbox"/> Showthrough/
Transparence |
| <input type="checkbox"/> Coloured plates and/or illustrations/
Planches et/ou illustrations en couleur | <input type="checkbox"/> Quality of print varies/
Qualité inégale de l'impression |
| <input type="checkbox"/> Bound with other material/
Relié avec d'autres documents | <input type="checkbox"/> Includes supplementary material/
Comprend du matériel supplémentaire |
| <input type="checkbox"/> Tight binding may cause shadows or distortion
along interior margin/
La reliure serrée peut causer de l'ombre ou de la
distorsion le long de la marge intérieure | <input type="checkbox"/> Only edition available/
Seule édition disponible |
| <input type="checkbox"/> Blank leaves added during restoration may
appear within the text. Whenever possible, these
have been omitted from filming/
Il se peut que certaines pages blanches ajoutées
lors d'une restauration apparaissent dans le texte,
mais, lorsque cela était possible, ces pages n'ont
pas été filmées. | <input type="checkbox"/> Pages wholly or partially obscured by errata
slips, tissues, etc., have been refilmed to
ensure the best possible image/
Les pages totalement ou partiellement
obscurcies par un feuillet d'errata, une pelure,
etc., ont été filmées à nouveau de façon à
obtenir la meilleure image possible. |
| <input checked="" type="checkbox"/> Additional comments:/
Commentaires supplémentaires:
[Printed ephemera] 1 sheet, [4] p. | |

This item is filmed at the reduction ratio checked below/
Ce document est filmé au taux de réduction indiqué ci-dessous.

10X	12X	14X	16X	18X	20X	22X	24X	26X	28X	30X	32X
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

The copy filmed here has been reproduced thanks to the generosity of:

Metropolitan Toronto Library
Canadian History Department

The images appearing here are the best quality possible considering the condition and legibility of the original copy and in keeping with the filming contract specifications.

Original copies in printed paper covers are filmed beginning with the front cover and ending on the last page with a printed or illustrated impression, or the back cover when appropriate. All other original copies are filmed beginning on the first page with a printed or illustrated impression, and ending on the last page with a printed or illustrated impression.

The last recorded frame on each microfiche shall contain the symbol \rightarrow (meaning "CONTINUED"), or the symbol ∇ (meaning "END"), whichever applies.

Maps, plates, charts, etc., may be filmed at different reduction ratios. Those too large to be entirely included in one exposure are filmed beginning in the upper left hand corner, left to right and top to bottom, as many frames as required. The following diagrams illustrate the method:



L'exemplaire filmé fut reproduit grâce à la générosité de:

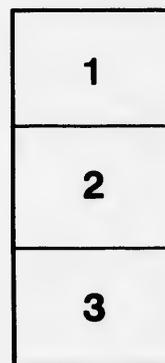
Metropolitan Toronto Library
Canadian History Department

Les images suivantes ont été reproduites avec le plus grand soin, compte tenu de la condition et de la netteté de l'exemplaire filmé, et en conformité avec les conditions du contrat de filmage.

Les exemplaires originaux dont la couverture en papier est imprimée sont filmés en commençant par le premier plat et en terminant soit par la dernière page qui comporte une empreinte d'impression ou d'illustration, soit par le second plat, selon le cas. Tous les autres exemplaires originaux sont filmés en commençant par la première page qui comporte une empreinte d'impression ou d'illustration et en terminant par la dernière page qui comporte une telle empreinte.

Un des symboles suivants apparaîtra sur la dernière image de chaque microfiche, selon le cas: le symbole \rightarrow signifie "A SUIVRE", le symbole ∇ signifie "FIN".

Les cartes, planches, tableaux, etc., peuvent être filmés à des taux de réduction différents. Lorsque le document est trop grand pour être reproduit en un seul cliché, il est filmé à partir de l'angle supérieur gauche, de gauche à droite, et de haut en bas, en prenant le nombre d'images nécessaire. Les diagrammes suivants illustrent la méthode.



Teach your Sons that which they will Practise when they are Men.

OTTAWA

BUSINESS COLLEGE.

Sparks Street, over Mechanics' Institute,

OTTAWA, ONTARIO.

To be Successful in Business Pursuits, obtain a Business Education.

Please Read Carefully, and then give to your friend to Read.

Please Read Carefully, and then give to your friend to read.

The OTTAWA BUSINESS COLLEGE, situated on Sparks Street, over the Mechanics' Institute, is a School of Business for young and middle aged men, and adapted to meet the wants of all classes in acquiring a good Commercial Education. The method of instruction is most practical is its character.

This is the first Commercial or Mercantile College in British America for the really thorough and practical education of young men on actual Business Principles.

The course of instruction adapted in this Institution, we have no hesitation in saying, is peculiarly adapted to impart, in the shortest time possible consistent with thoroughness, a knowledge which will prove of lasting benefit and untold value to the recipient.

We make thoroughness the first grand object to be attained in going through a course of instruction in the Ottawa Business College, as we think it is money thrown away and time lost to the Student if he attends any Commercial College and does not thoroughly understand what he has been studying; and we do not think that it would be doing justice to ourselves or the Student were we to pass him to a second set of books without his thoroughly understanding the first set, or being able to answer all the questions thereon.

The next object after thoroughness is rapidity.

While we make everything bend to thoroughness, we, at the same time, strive to advance the student as rapidly as possible, as we know that the time of many Students who attend a Commercial College is limited, and consequently he is anxious to get as far advanced as possible during the time he may be attending College.

Our method of instruction is so plainly and practically taught that the student is enabled to become complete master of the science of Accounts in very shortest time possible.

Time for a full Course.

The time in which a Student passes through a full course and receives his diploma varies according to the ability of the student, but it seldom takes less than three, or more than six months.

Diploma.

A Diploma from this College is a beautifully engraved certificate, showing that the holder has passed through the

prescribed course of instruction pursued in the Ottawa Business College, and that he is well qualified to take charge of any set of books whatever.

The examinations are of the most stringent kind, and during their progress the strictest possible watchfulness is observed to prevent any collusion, so that each candidate for a degree shall rest on his own resources and perform his work without aid from any fellow-student. This is found necessary because otherwise the proprietors could not with safety recommend Students to situations in response to the constant applications made to them for young men to fill various posts. The examinations are subjected to the supervision of a board of well educated gentlemen, each being a practical man in his own department. Should the result be satisfactory, a diploma, or certificate of merit is awarded. This document is signed by the principals of the College, by the other teachers, and by members of the board of examiners, and is thus made a most effective instrument in the hands of any one looking for employment in any mercantile house. It is also a thorough guarantee for persons looking out for employees that those recommended are thoroughly fit for the work required, for in no case will any be nominated without the full conviction that they are fully competent for the work required, and also unquestioned moral rectitude of character. It is a most gratifying fact that those hitherto recommended to situations have uniformly earned the approbation of their employers.

Before the Student receives his diploma he is required to pass a successful examination in each one of the following branches:

Book-keeping in all its Branches.

adapted to every kind of business, such as

MINING,

MANUFACTURING,

COMMISSION,

FOREIGN EXCHANGE,

JOBBER,

CHANGING SINGLE TO DOUBLE ENTRY,

SIX COLUMN JOURNAL,

DOUBLE ENTRY FOR RETAIL STORE,

LUMBERING,

HOTELING &c., &c.,

PENMANSHIP,

COMMERCIAL ARITHMETIC,
COMMERCIAL LAW,

BANKING,

STRAIGHTBOATING,

BUSINESS FORMS,

SPELLING,

and the manner of getting out Balance Sheets and Accounts Current.

No Student that has not passed a creditable examination in each of the above branches can receive a diploma, although he may, if unsuccessful in some, study up those special branches in which he has failed, and in two or three weeks come up again for examination; but no conditions whatever will a diploma be granted unless well merited.

We think a great deal of harm has been done by the indiscriminate granting of certificates and diplomas to Students and persons who have not really merited them, and we would take this opportunity of emphatically asserting that he who holds a diploma issued from the Ottawa Business College holds a certificate of qualification as to ability which will go far in securing a situation wherever he may apply.

A Word to Young Men.

Do not waste years of time in performing the drudgery of the office or bundle boy. The OTTAWA BUSINESS COLLEGE open up the way for your future prosperity and advancement. It is designed to remedy the difficulties in your way to higher pursuits; to impart to you such a knowledge as will enable you to command a salary of \$600 to \$1,000 a year; to aspire to and reach the respectable and honorable position of the successful Banker, Broker or Merchant.

There is an important caution that we would give to young men entering on business life, and it is this simple and natural admonition, *make it the interest of your employer or customer to lean upon you or come to you.* This the sure and speedy mode to raise you from the position of an employed person to that of either an employer or an indispensable hand in whatever establishment you may be connected with. Be always contented with your lot, but yet aim at a higher, and the higher you aim the higher you will be

Teach your Sons that which they will Practice when they become Men.

likely to raise, although you may not reach the summit of your wishes. Be energetic, honest and industrious in boyhood and youth, and you will be prosperous in manhood, except some unforeseen and insidious events should occur. In a word, in whatever position you may be placed, make it to be felt that you cannot be wealth.

To accomplish this perfectly, in a short space of time and at a small expense, our course of instruction is so arranged as to embrace Theory and Practice. A short time in Theory and you pass to the Practical Department—a miniature business world—where you

BUY,
SELL,
BANKRUPT,
SUIP,
DISCOUNT;
DRAW DRAFTS,
Bills of Exchange, etc., etc., etc.,
NOTES,
CHECKS,
MAKE DEPOSITS,

In short, perform thoroughly everything connected with the daily round of mercantile labour, thus acquiring in about twelve weeks' the experience of years. Whatever may be your aim or pursuit in life, you cannot spend to better advantage or greater profit a short portion of your time than in this College.

Steamboating.

It embraces most different books, viz:—Hands' Register, Hands' Ledger, Freight, Passage, Fuel, and Cash Book, Journal and Ledger, all of which are to record the business of steamers; besides a Pocket Memorandum book, for taking down Freight as delivered to the boat, Deck Passenger Book, Cabin Register, and Receipt Book, &c.

The exercises will be found to embrace a practical record of four trips of the boat. The first and second trips exemplify the accounts kept with owner, only, and record nothing but receipts and expenditures. In the third and fourth trips the books are opened, conducted and closed upon the joint stock principle; that is recording the outfit of the vessel, as well as the receipt and expenditure. The Student is made fully acquainted with all the principles requisite for conducting the books of this line of business.

Time and Expenses of a full course.

We think it best to charge a reasonable tuition fee, and give an extended and thorough training. The agents of a certain college in the West have been offering their scholarships at about half the usual price. They follow this policy of late, admitting students at almost common school rates, without any regard to thoroughness, or the position the young man may be called to occupy. It is our intention to follow a different course making our training of a professional character, so that the young man obtaining our Diploma may have a passport to success.

Preparatory Education.

None need be deterred from entering forward of Preparatory Education. It will only require a longer time to complete the course. An ordinary common school education is all that is required.

To Business Men.

We shall always be happy to recommend as book-keepers young men whose integrity, business habits and education secured our confidence.

Reports.

Of attendance, attention, progress, and conduct will be conscientiously rendered to parents or guardians at any time required.

Young mechanics who would prosper in business, have only two rules to live up to, to insure success. First,—Do your work as your customer wishes to have it done. The other rule is to do it by the time you promise to have it done.

Boarding Houses.

We have a list of Boarding Houses in which we have confidence and from which each Student can select according to his means and taste, and we always take pleasure in assisting our Students from a distance to get comfortably settled. The fares for board and lodging vary from \$2.50 to \$3.50 and upwards, according to the accommodation required.

Obtaining Situations for Graduates.

As we are constantly applied to for recommending young men as book-keepers, &c., &c., we shall at all times be happy to do so; but we wish it to be clearly understood by Students that we will not recommend any one in whose competency and honesty we have not the fullest confidence. We feel much gratified to find that in all the numerous nominations we have made not one has disappointed the hopes we raised, and in the anxiety of cases the facts have exceeded our representations.

COMMENDATIONS OF THE PRESS.

We submit a few of the many praiseworthy editorials which this Institution has received from the Press.

The Ottawa Business College—Business Education.

(From the Ottawa Times.)

We have watched for some time with considerable interest the progress of the Commercial College movement in upper Canada; and we have now the pleasure of noticing the opening of another on the the confines of the Lower Province. As journalists we feel bound to do our part to advance every enterprise for the public good, especially when it is as satisfied in the case in the present instance, the arrangements are judiciously made and under the guidance of thoroughly competent men. The concurring testimony, not only of the young men themselves, who have studied at the College, but also of their friends and employers, leaves us no reason to doubt that the same success will attend this Institution in the future as in the past. The gist of this establishment is to enable young persons whose circumstances require it, to get rapidly a thorough and accurate knowledge of all business. The amusing system of juveniles transacting business with each other in school, is beyond a doubt the very best plan to make them expert and off hand business men in after life. If this system had been introduced half a century ago we

should not have so many defalcation and runaway cases as are constantly occurring, for the young merchant, if guided by principle, would at least see that "honesty is the best policy."

The system of giving Diplomas or certificates of qualification, merits the highest approval, and we expect soon to see the day when the applicant for a clerkship will be required to produce his diploma just as much as the Teacher is now required to show his certificates and the Physician his degree. We have now within the reach of every Canadian a flourishing and an effective Institution for this very purpose. We rejoice at this not merely because it is strictly a Canadian Institution but also on account of its extensive and practical fitness to the work proposed—a work suitable not to the Accountant alone, but also the Mechanic and Farmer. The utility of a practical knowledge of Bookkeeping to the Farmer is a matter generally overlooked, or at most, imperfectly appreciated. Without a correct set of books the Farmer is going on at random. He can neither tell what farm labor costs him in the year, nor what is his outlay in cropping, nor what are his gains in harvest, nor even what he is making by live stock. His closest calculation can be little more than a rough guess. This same remark is equally applicable to the Mechanic in the out-goings and in-comings of his peculiar craft. In these days when so many avocations are being opened up in trade and manufacturing, a young man who has gone through his extensive course with care and diligence, can scarcely fail to obtain remunerative employment, particularly as he is ready to fill a variety of posts, and if he steps into the first opening that occurs, he may reasonably calculate, with steady conduct, soon to rise to a higher position. To those again who require assistants, the plan of holding examinations and granting certificates of competency affords a safe guarantee that they are procuring persons properly qualified and able to discharge their duties with intelligence and effect. This security is enhanced by the supervision of a Board of Examiners consisting of experienced practical business men. The desirableness and advantages of such an Institution are patent. The arrangements adopted afford those who have already enjoyed the benefits of a good general education, the opportunity of adding in a short space of time, the finish of a sound practical business course; and those who have not been privileged with early advantages, have still more need to put themselves under the drill of a system that combines all the advantages of school instruction and direct preparation for active life.

With all these appliances we have noticed, and with a staff of Professors composed of regular trained Teachers, practical business men, and men of College education, who are all ardent in their vocation, this Institution cannot fail to do work from which we anticipate the most beneficial results, and we therefore wish the "Capital" College all success.

Advance of Education—Commercial College in Ottawa.

(From the Evening Post.)

This has been very properly called the Augustan age of improvement. New undertakings and new institutions never thought of before, are starting up in rapid

Please read carefully, and then give to your friend to read.

Please read carefully, and then give to your friend to read.

Teach your Sons that which they will practice when they become Men.

succession and frequently of startling dimensions. Steamships, railroads, and telegraphs are among the most prominent. These facts suggest the inquiry, how here our young men to be educated to keep pace with these rapid strides? As far as this locality is concerned the question has been answered by the opening of a Commercial College in Ottawa.

We long enjoyed the benefits of numerous and excellent institutions for the education of professional men. Two important steps in advance have been taken within late years, both in Britain and Canada, by the providing of improved preparatory training for persons looking forward to the profession of teaching, and for the civil service department. We therefore hail with satisfaction another step in the march of improvement. In times bygone, the youth who aspired to mercantile enterprise had to "plod his weary way," like a traveller on a starless night, nothing for it but to search out what he had to do and how to do it, and, therefore, it required no small amount of shrewdness and circumspection to guide him to wealth and to secure him against failure. No direct practical means were provided by which he could be taught the secrets of his calling before entering upon it. That deficiency is now happily a thing of the past. With the advance of commercial enterprise, commercial education has forced itself on public attention. We have now on the banks of our noble river, an institution for the practical business education of our young men, and that, too, under the direction of tried men. We rejoice, therefore, that we have instituted in Ottawa, a progressive system of education, fitted to the wants of all business classes in the community, and meeting the emergencies of any and every individual case. To those deficient in the ordinary branches, such as Arithmetic, Grammar, Spelling, Composition, and Penmanship, ample facilities are now offered for preparing for what is to follow, in obtaining a thorough knowledge of business and life in the formation of business habits. To these elementary matters is superadded an extensive course of Book-keeping, both by Single and Double Entry, comprising extensive sets of books, illustrating all varieties of trades and manufacture. We cannot urge too strongly the advantages of an accurate knowledge of this art, and the security there is in vigorously carrying out principles day by day, and hourly hour. Without it no man can get on, and with it, and honesty in dealings, no man need fail, except by some disaster which no forethought could anticipate.

When the student has thus got through several preparatory sets of books, he starts out into the great system of *ACCRUAL BUSINESS*,—a system carried out in the Ottawa Business College alone. The student then leaves the desk, and being provided with a stack of College Money, he steps into the MERCHANT'S EMPORIUM, which is a model of an extensive dry goods store, and there he makes his purchases, and then returns to his desk and makes his entries (thus opening his *actual business set of books*). From being a purchaser he soon advances to the position of being in his turn a seller. The keeping of his books, regarding these transactions, leads him to the bank to make his judgments and to negotiate his notes and subsequently to draw cash to meet his engagements. This brings him into contact with the bank officials, who are also students filling in rotation the offices

of first and second teller, Cashier, &c., and thus is completed the model of an extensive house of business.

But the course of instruction does not stop here. The peculiarities attending the steamboat traffic are solidly gone into and explained, and the books used in that line of trade are illustrated and worked out minutely, and as much accuracy is required as if they were veritable books of the Canadian or Canadian line. The same is done regarding railroad operations, exemplifying, not only the keeping of several books, but also the mode of getting of fares and freights. A fully equipped telegraphic apparatus is also provided, and instructions in the art regularly given by a practical operator.

We recommend every youth looking forward to business to send for a circular and judge for himself.

THE SITUATION.

For the Commercial Student the situation of the Ottawa Business College, at the Seat of Government, gives it an unparalleled advantage over the generality of Educational establishments in the British North American Provinces. Located as Ottawa is, in one of the most central portions of Canada, the Students derive the benefits of the General mercantile customs, habits and manners, of the people of the Upper and Lower Provinces; while to the advantages of its being the Capital of the Country, it also adds the familiarizing of the minds of the Students with the largest and the most perfect business transactions, of our Lumber Merchants. For it is in Ottawa where the principal lumbering operations are conducted, its accounts kept, and where the greater portion of the value of Canada's Timber trade is concentrated. The timber which annually passes down the river Ottawa is one of the most valuable of Canada's staple products; while the groceries, clothing and other articles of import for the supply of the lumbermen, exceed in value that of any other section of the country. This is created a vast mercantile trade, such as cannot be witnessed in any of our large cities; and which tends very much indeed to impress the Students with sound practical ideas of commercial enterprise. Nor has Ottawa drawbacks. Its climate is healthy and its scenery delightfully beautiful, rendering it, both during summer and winter, a favorite place to those who reside here while studying any of the different branches of merchant's life. The College is situated on Sparks street, and the rooms are commodious, well ventilated, and neatly decorated with specimen writings and ornamental paintings. The furniture of the rooms is of an entirely new model, each Student being provided with a regular office desk, which is so my and fitted for the Student's purpose; and the chairs are so constructed that the Student can sit with ease and comfort. At the upper end of the main room of the College is a bank, where each student is thoroughly taught the complete system of Book-keeping, first entering as a Teller, from office to office, until he reaches the honorary position of Cashier. At the same end of the room, but on the opposite side, is placed the Merchant's Emporium. The Students are here taught how to buy and dispose of merchandise, on time or cash. The College circulates its own coin and Bank bills among the Students, so as to illustrate with the greatest neatness and practicability,

ly, and the more carefully to impart to the scholars a perfect system of every mercantile transaction. Books, Bills, Receipts, and other blank forms, are furnished in most complete style, and every care is taken to perfect the pupil in a manner which would enable him to conduct, with honour and respectability, the business of any merchant's office. The College is capable of accommodating upwards of one hundred Students, its present number being sixty odd. The rooms are most effectually and evenly warmed; and well lighted by extensive windows, and for evening use each desk is furnished with a lamp and shade. Every necessary comfort is rendered to the Student, and under the tuition of its Principal and Teachers the Students make the most rapid improvement.

A Peculiar Advantage

lies in this, that young men that have spent some time behind the counter, and may have become active and pushing salesmen, but are unacquainted with Book-keeping by Double Entry, can, in a short time, get a thorough practical knowledge of that art by going through the College course. A young man who has added a knowledge of Double Entry Book-keeping to experience in the sales department, may reckon confidently on obtaining a situation in a country store, or even in some of the larger towns, where he will command a much higher salary than otherwise he could, in many cases from two to three hundred dollars additional. To show how this happens, particularly in rural districts, let us suppose a case; there are two young men both clever at selling,—one is skilled at Book-keeping in all its phases, and is applied to different kinds of trades, but the other must undertake such duties. A store-keeper in some village, or provincial town advertises for a helper in his business—these two apply, and on examining into the qualifications, the advertiser reasons thus:—I dare say B. might do well behind the counter and please my customers and sell to advantage but when business is slack, or there are no customers in the shop, he would be idle, whereas, A. could, at such times, be occupied in making up my books and leave me time for other things,—it is better for me to give A. the four hundred and fifty dollars he asks than to give B. the three hundred he asks,—he'll be worth the difference to me. This is a case of frequent occurrence, particularly if either the owner of the establishment is not an adept at Book-keeping himself, or has something else to attend to. It very often happens, for example, in such a locality as has been supposed, a store-keeper frequently has a farm in the neighbourhood, or he may do business in the lumber trade, the former calls him from time to time to the fields, from the Spring to Fall, and the latter to the woods in winter. He is liable also to be absent for lengthy periods in the spring and fall buying goods for each season. Hence the necessity for his having some one who can both act as salesman and keep his books, and hence also the advantage that the one skilled in Book-keeping has over the other.

This will apply to young men just commencing mercantile life. Instead of serving a long apprenticeship for a mere nominal salary they at once command reasonable remuneration.

To train young men for taking such a post as this is one of the direct objects of

Please read carefully, and then give to your friend to read.

Please read carefully, and then give to your friend to read.

Please read carefully, and then give to your friend to read.

Teach your Sons that which they will Practice when they become Men.

the Ottawa Business College, and a young man who has learned the sales business, and ran find three or four months' time to go through the College Course will find himself in such a position as will give him a vast advantage over all competitors who have not enjoyed the same opportunities, especially as the course embraces sets of books adapted to different localities and various kinds of business, and it should be observed that *two entries are specially and entirely devoted to the retail trade.*

The conferring of Diplomas, too, is of immense importance to those seeking employment, as these are emphatic certificates of qualification.

A Word to the Wise.

We would strongly advise all these who contemplate entering a Business College, first to sit down and consider the matter in all its points and bearings, and after having fully made up your mind to enter for a Business Course consider which College would be the best, and no matter what may be the way, be sure and go to that College which you think and believe to be the best. Remember that it is not always the one that makes the greatest pretensions or promises the greatest results that is the best; remember that it is not always the one that has the largest advertisement or makes the greatest puff in the papers that is the best; remember that it is not always the one that promises to make you a first class book-keeper in a certain time or makes you a worthless promise of obtaining you a situation when you get through that is the best; remember that it is not always the one that lives by puffing and blowing its own merits, that can impart to you the best commercial education; but it is the one that lives by its true intrinsic merits alone, the one that can appeal to its own graduates throughout the land and refer to them, as by far the best and most valuable advertisements with which a Commercial College can be advertised, remember it is that College in which the Teacher makes the Students interest his own, that is the best, that while he endeavours to make you depend on your own ability and exertions he still will not leave you to grope your way in the dark, and that while he may strive to advance you as speedily as possible he will not do so at the expense of your thorough understanding that which you have gone over—one word more; in going to a Commercial College, be sure and go to the best and let that best, be a thorough Business College and not one where there are two departments a Preparatory and Commercial department, for the time and attention of the Principal and Teachers must necessarily be divided between the two, and neither branch can have that particular attention, it should have therefore in going to a Business College go to a thorough Business one, where a business education alone is taught and where business habits are thoroughly inculcated.

Non-Sectarianism.

This Institution is entirely non-sectarian in its character. And no attempt is allowed to be made by any one in authority, or otherwise to interfere with the religion belief of the Student; all controversy on religious subjects while in the College rooms is strictly prohibited, as this is purely a Business College and not under the control of any particular denomination.

A FEW FACTS FOR ALL.

1st.—A good Handwriting has laid the foundation of many a fortune; and is besides an excellent accomplishment to possess.

2nd.—First-class Accountants are rarely ever "afloat," and the knowledge of Accounts has saved many a fortune, while the lack of it has sent many an honest man to the Bankrupt Courts.

3rd.—An acquaintance with the simple principles of commercial law is competent to keep prudent men "out of Court" and save a vast amount of annoyance and insecurity.

4th.—Many a brilliant career has had its starting point in the ability to write a good business letter, while the satisfaction of being master of this accomplishment is worth much more than the cost of its acquirement.

5th.—The knowledge of being thoroughly competent and able to fill any position in which a man may be placed in business compensates him a hundred fold for all the trouble and cost in obtaining that knowledge.

6th.—All this being true, it follows that the Institution, which shall afford the best means for a ready acquirement of these excellent qualifications is a conservatory of public good and a blessing to the community.

7th.—The Ottawa Business College is acknowledged to be such.

8th.—If anyone has doubts on this point they can easily be removed by examining our course of Business Training, and Horace Greely says; "I wish ever man had such an education—every young man especially. And if either of my sons had lived, and I had trained him, as I should have tried to do, to be a great and good farmer, I should have wanted to send him at least one six months to a Business College to give him the aptitude and habits and forms of a thorough business man."

College Rules and Regulations.

1. All students entering the College are supposed to be gentlemen and will conduct themselves as such.

2. Punctual attendance at the hours of opening is required of all students.

3. Quietness, order and diligence during the hours of business are strictly enjoined.

4. In case of absence a satisfactory explanation is expected.

5. Students after entering are expected to remain in the room the full session hours, and will in no case leave without obtaining permission.

6. Students will not remain in the room unless engaged in prosecuting their studies, and are not allowed to engage in conversation on any other subject whatever.

7. No laughing, talking or unnecessary noise, lounging, sitting in windows, or collecting in groups is allowed.

8. No student is allowed to check or interfere with the book of another as each one is expected to depend on his own ability or come to some one of the Teachers for assistance.

9. Chewing or Smoking tobacco, using profane or obscene language, or any kind of intoxicating drink, or playing at any kind of chance games, will on no account be allowed (a violation of this rule will render the student liable to expulsion.)

Any man, young or old, wishing to meet with success in a business life, should not fail to spend three or four months in the

Ottawa Business College.

STUDENTS CAN ENTER AT ANY TIME.

No Vacation.

This College is open day and evening, As there are no vacations, and classes of different grades being established, the student can enter when most convenient, and meet with that individual instruction so requisite in this department of learning. The student obtaining our Scholarship can attend till he feels himself a competent and scientific accountant, capable of taking charge, in any line of business, with certainty of success. For important considerations the Ottawa Business College holds a position of commercial influence and respectability unrivalled in this country.

REFERENCES.

We have deemed it unnecessary to insert lists of references in this circular, because the College and the results of its system are so well known and appreciated as to render such references superfluous. Our great reference therefore is to the business community at large; to the leading public journals of the day, and in particular to our graduates and their employers, who are now so numerous that their testimony can be had in any part of the provinces.

TERMS.

PAYABLE IN ADVANCE.

Scholarships for College Course, time unlimited, entitle the holder to a thorough Course of instruction in the following Branches:—

Bookkeeping by Double and Single Entry, adapted to General Mercantile Business, Manufacturing, Mining, Milling, Forwarding and Commission Business, Foreign Exchange, Jobbing, Steamboating, Penmanship, Commercial Arithmetic, Laws of Commerce, Business Letter writing, and Spelling, time unlimited, price \$35 00	
Same course for Ladies	30 00
Books and Stationery	10 00

Partial Courses.

Bookkeeping with Penmanship	30 00
Penmanship alone, full course	15 00
Same course for Ladies	12 00
Business Penmanship, 3 months	10 00
" " " 1 month	5 00
Courses of Lectures on Commercial Law	5 00
Telegraphing	20 00
Phonography	20 00

Hours of Instruction.

Rooms open from 9 a.m. to 9 p.m.
Hours of instruction: 9 to 12 a.m., 2 to 4, and 7 to 9 p.m., on all legal business days. No Vacations.

For Large Circular containing full information and specimens of writing, call at the College Office or address—

J. M. MUSGROVE
Proprietor Ottawa Business College,
OTTAWA, Ont.,

Please read carefully, and then give to your friend to read.

Please read carefully, and then give to your friend to read.

