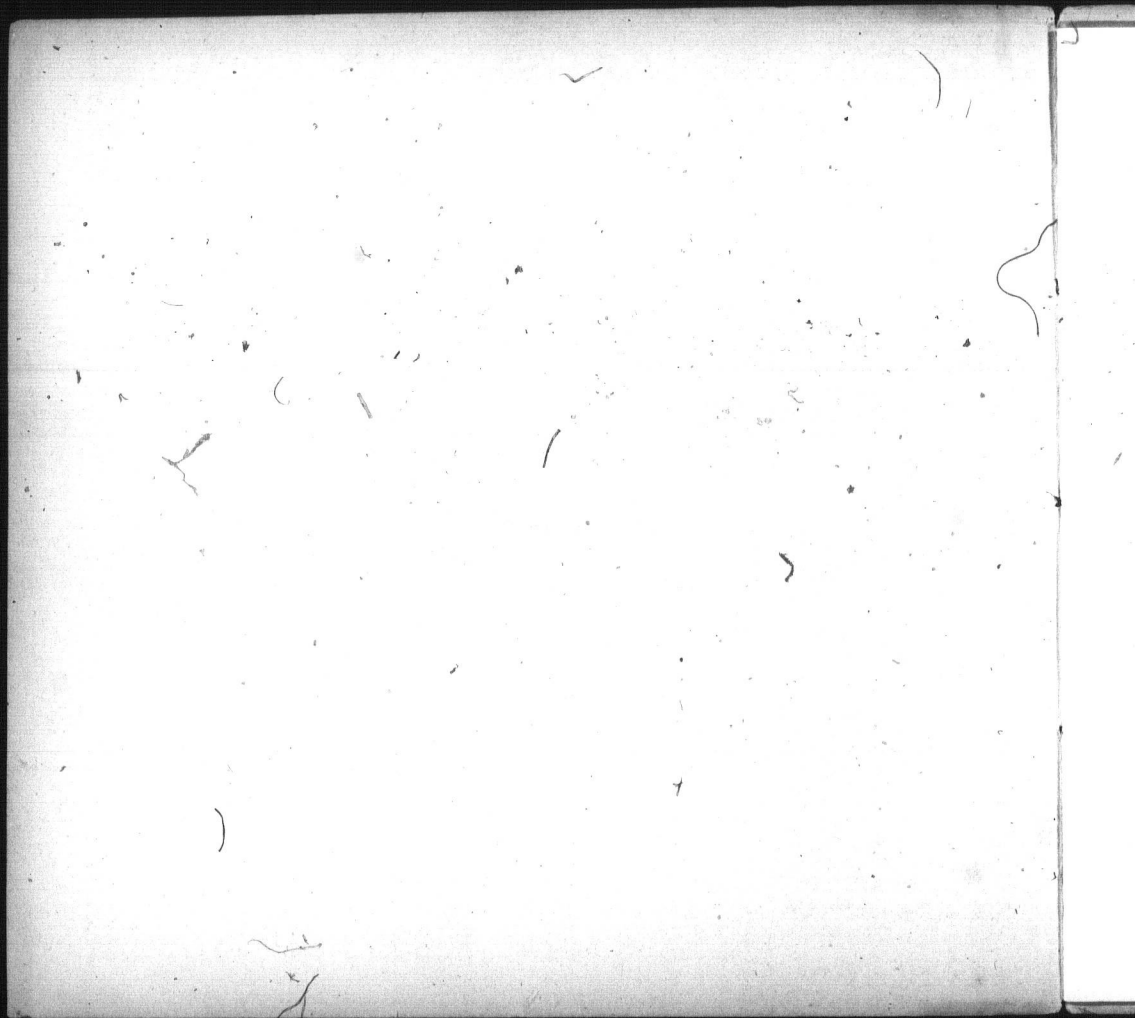
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The Galt  
Business  
College  
Galt, Ont.



# Annual Announcement of



## The Galt Business College



Affiliated with the Hamilton Business College, and with the Business Educators' Association of Canada

Where young men and young women  
are efficiently trained in those sub-  
jects that constitute a practical business  
and shorthand education

Galt, Ontario

C. R. McCullough, President

W. Brooks, Principal

## The Galt Business College

IS conducted by business men, on strictly business lines \* Its courses are pre-eminently practical and complete, and its influence is far-reaching \* Attend the Galt Business College.



## PREFATORY.

THE prestige of the College has been fairly won, not by the means of printer's ink, but as a result of the conscientious work done in its business offices and class-rooms, and in consequence of the splendid success of its many graduates in all parts of the great Dominion, and in the neighboring republic. To all those whose kind offices have extended the reputation of the institution are due the sincere thanks of the management, and such are hereby given.

Toward all capable and conscientious fellow-workers, in the great field of commercial education, the Principal bears the most cordial good-will, and trusts that a due sense of their labors may ever enable him to avoid that reprehensible and all too common practice of belittling the abilities of others, and of ascribing to his own school an undue superiority over all kindred institutions. The world, after all, is the best critic, and to its impartial judgment we may well leave our several reputations.

The reader of the following pages, and of the accompanying supplements, will find a brief business-like statement regarding the College and its work. To his good judgment is left the determination whether or not a course of study under such favorable auspices will fit him to discharge the exacting duties of the business world in that highly satisfactory manner which obtains in the best counting-rooms and business offices.



## "CANADA FIRST!"

HAVE you not observed that this goodly Dominion of Canada is on the eve of such a development as the world has seldom seen? Ask the oldest resident in your neighborhood if, during his long life, he can recall to memory a time when Canada's name was in so many mouths and when Canada's fame was so widespread as at the present time.

The extraordinary resources of our country are exciting the envy of the whole world, and their development is proceeding as never before. There would seem to be good ground, therefore, for the belief that "Canada First" is to receive a new interpretation that she is destined to become in due time first among the nations of the world. In order that she may reach that exalted position it is necessary that her sons and daughters be well trained for the responsible duties of life which await them.

It will be readily granted that the material wealth and prosperity of a country are inseparable from the proper conduct of its business affairs. The acquisition, therefore, of correct business habits and the possession of a knowledge of the best business methods are of prime importance to the future merchants, manufacturers, miners, husbandmen and other producers of wealth of a country. Just here it is that the well-equipped business college offers its assistance to those who are imbued with the patriotic desire to make "Canada First" and to improve their own position in life. To all such the college extends a cordial invitation to participate in the busy life of its class-rooms and business offices, believing that the success of its many graduates in all departments of commercial and professional life will be taken as an earnest of what the institution can do for others not now so favorably situated. Let "I Advance" be the motto of our Canadian youth, and let our young men and young women be equipped and ready for those opportunities, "which, taken at the flood, lead on to fortune."

## PRACTICAL EDUCATION.

In these last days of the nineteenth century the question may well be put to young men and young women who are looking forward to active, useful lives, whether the education they have received, or are receiving, will enable them to make a success of life.

The twentieth century will be an age of keener competition than the one now drawing to a close, and the times will demand better equipped workmen than ever before. It is well for all to realize this, in advance, and to prepare themselves for the battle that will certainly come.

Ex-Governor Porter, of Indiana, once said: "If I were a young man and had to take my choice to graduate at a classical college, and stop there, or to graduate at a business college, and stop there, I would take the business college in preference." Reader, whatever your previous training may have been, are you prepared to step into the twentieth century feeling that you are fully qualified to undertake its responsibilities and meet with competitors who have been better trained than you? Has the public or the high school, or the classical college, fitted you to discharge the responsible duties of the counting-room, of the merchant's establishment, or of the secretary's office? If any or all of these have failed, the College stands ready, confident in its past successes, to fit you for the contest where truly the "fittest" only survive.

A business education offers exceptional advantages to young men and young women of character and ability. The departments of business are so many, and their importance to the nation so great, that they not only offer employment to thousands of young men and young women, but enable them to mount to those enviable positions of commanding influence which are more quickly gained thro' a business career than thro' any other department of life.

A thorough business training is essential to the financial success of anyone, be he business man, farmer, professional man or mechanic. Whether a man confesses it or not, yet the truth must be apparent to anyone of ordinary observation, that all must do business for themselves or for others. All ought, therefore, to keep a record of their relations with their fellows. This it is the business of the commercial college to teach.





The time was when all those who attended business colleges entered with the idea of fitting themselves for positions in the offices of business men. To-day, however, business education is attracting constantly increasing numbers who need it for their own personal use and for their advancement and prosperity in life. Young men and young women who have a few months to spare, and a small sum of money saved, can make no better investment than to spend that time and money in acquiring a short, sharp business training in a well-equipped commercial school. Not only will this training fit them to transact business on their own account and for others; but it will sharpen them mentally, make them more keenly observant of what is taking place in the busy world around them, teach them the value of time and of system and prepare them for greater usefulness in the particular walk of life in which they are engaged. To all such the College extends a cordial invitation to enter its classes, believing that the peculiar advantages enjoyed by its students are calculated to develop in them those qualities so much sought after by the business world, which qualities, by the way, comprehend something more than a mere routine knowledge of keeping books.

### THE FIRST DAY'S OFFICE EXPERIENCE IN THE COLLEGE.

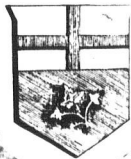
THE first half-hour of the busy day is devoted to that subject which lies at the foundation of office work—accurate calculation. For fifteen minutes the minds of the students are kept busy solving mental problems in addition, multiplication, percentage, and in profit and loss.

Pens and paper are then taken, and as quickly as the hand can travel, figures are transferred to paper for the purpose of adding, multiplying or dividing. Accuracy is the thing first sought after, and, having been gained, particular attention is then given to the attainment of rapidity in execution. The slow are encouraged and the rapid are pushed to greater proficiency.

At 9.30 the student accepts a position as bookkeeper in the office of A. H. Rivers, dealer in general merchandise. Mr. Rivers transacts all the business and his bookkeeper makes the necessary entries in the books and writes the business papers issued. The proprietor in a business-like way instructs his office man in regard to all purchases and sales, bills, notes, drafts, etc., received and issued, and all money handled.

The bookkeeper is subject to his employer's orders, and must follow his directions as they are given. Not only does the employer tell him what to do, but explains minutely the laws governing the different transactions, and the best means of applying these laws in practice. In short, theory and practice go hand in hand—the relation which they should always bear. The bookkeeper is frequently questioned as to why an account is debited or credited, and is required to give an intelligent explanation of any work he has done.

The young bookkeeper is seated at his office desk, with his various books and supplies before him. His employer briefly informs him that he is starting business with a six thousand dollars' capital. Six thousand dollars in cash is forthwith handed to the bookkeeper in order that he may enter the same in his books of record, and place the money in his cash-box. This done, he is informed that his employer has purchased a bill of merchandise on account, and the invoice is laid on his desk. Having made the entry for this, and filed away the invoice, another bill, or invoice, is laid before him without comment. The principles involved in the handling of the second invoice are the same as in the preceding one, and the bookkeeper treats the bill in the same manner. Mr. Rivers having purchased stock, now begins to sell, and he requires his bookkeeper to make out an invoice of goods sold to a customer. Having carefully drawn up the invoice, he is required to mail it to the customer's address. In the next transaction the same principles are involved, but the goods are sold to a different person; the entry is properly made. Mr. Rivers desires his bookkeeper to pay one of his creditors a sum of money on account. The bookkeeper goes at once to the till, takes out the required sum, makes the entry, and pays out the money. Money is then received from a debtor, counted over, found to be correct, entered in the books and put away in the till. A bill of goods is bought, checked over, found to be correct, entered in the books and filed away as in preceding cases. A sale of goods is then made on account, and treated as before. Property consisting of a house and lot is then bought by Mr. Rivers for cash. On going to the till for the money, it is found that the proper change cannot be made. The bookkeeper is required to take a large bill to the college bank and have it broken. On returning to his desk he counts out the proper amount of money to be given for the property, and hands it over to his employer after having made his entry. Mr. Rivers next informs his bookkeeper that he has made certain repairs to the property, just bought, and requires money to pay the workmen. The bookkeeper, who is





responsible for the cash, counts out the required amount of money, and makes the entry in his book of record. In the next instance a bill of goods is bought, the invoice found to be correct, and the entry made as before. His employer calls upon his office man to pay a creditor a sum of money on account. This is done and the entry made.

10.30 o'clock has come, and the teacher of mathematics requires the attendance of the bookkeeper in the class-room, where for half an hour attention is devoted to calculations in arithmetic. As in the earlier morning class, attention is first of all devoted to accuracy—speed follows in its natural course. On returning, the bookkeeper goes to his desk and proceeds with his office duties. For the next half hour the bookkeeper is a busy man. Goods are sold, the invoice made out and entered. Cash is paid for rent, a customer is paid money on account, cash is received from a customer who is then credited. An invoice is received of goods purchased, checked over, as heretofore, and entered; but a pause must be made—the writing hour, 11.30, has arrived. It is absolutely necessary that the bookkeeper should be a good penman. He accordingly receives a half hour's instruction in the principles and practice of business handwriting. Flawishing is not tolerated, and shading is avoided.

At 12 o'clock an adjournment is made until 2 p. m. On the return of the bookkeeper to his work he finds that it is necessary to study the "Philosophy of Business" in order that he may become something more than a "machine" bookkeeper—that he may become an intelligent one. At 3.15 his study is interrupted, and his attention is directed to a subject of considerable importance to the business man—business correspondence. Herein he receives instruction regarding the composition, form, and execution of a well-written business letter, and is directed, from certain data given him, to write, during the evening, a letter to be handed to his teacher for correction in the morning.

Day by day the bookkeeper adds to his stock of knowledge, and gains fresh experience in the conduct of office affairs. Day by day the transactions become more complex, and require more careful thought and judgment. Subsequently a bank account is opened, money is deposited, checks are issued, notes are issued and received, drafts are drawn and accepted, receipts are given and received, commercial papers are discounted at the bank, attendance on business and commercial law classes is required, and, in short, the whole field of office work is carefully covered by the young bookkeeper. "Supplement Number One" (20 pages illustrated), which minutely describes the

system "Bookkeepers' and Office Practice" (which, if it does not accompany this Announcement, may be had upon application to the College) ought now to be read, as space will not permit a further description herein.

Following is a concise description of the subjects included in the course of the

## BUSINESS DEPARTMENT.

The Business Department has a graded course of study which includes Bookkeeping, Arithmetic (including Mental Drills and Rapid Calculations), Penmanship, Composition and Correspondence, Business Paper, Banking, Spelling and Dictation, Business Practice in Banking, Wholesaling, Retailing, Commission, etc., Commercial Law, Lectures on Trade and Commerce, Accountancy, Auditing, Insurance, Citizenship and the like. In these subjects, excepting lectures, the student receives direct personal attention, enabling him to make the most of his time and ability.

### Bookkeeping.

The study of Bookkeeping by the celebrated Sadler Budget System (which is rapidly superseding the once universal text book method) is thoro' and comprehensive, so far as the inculcation of principles is concerned. The practical work given the student is intended to develop in him a confidence in his art, and to qualify him upon graduation to fill the post, to which he may be assigned, with credit to himself and advantage to his employer. Single and Double Entry Bookkeeping, by the most modern methods, are taught.

### Arithmetic.

In primary schools insufficient attention is generally given to this highly important subject. The value of a thoro' grounding in the principles of arithmetic is not to be over-estimated. Arithmetic constitutes the firm foundation of the science and practice of business. More than ordinary attention is, therefore, paid by our staff of teachers to this subject, and toward pupils receive personal attention. The bookkeeper, the office hand, and the clerk must be able to add a column of figures accurately and rapidly. He must be able to "figure out" a question promptly. This the College enables its graduates to do by means of drills in mental computations, and in rapid calculations.





### **Penmanship.**

For many years the writing taught in commercial colleges, and academies of business, consisted largely of redundant curves and lordly flourishes. The practical man of business, looked with ill-disguised contempt on these elegancies of "shade" and "hair-line" in writing for commercial purposes, and rightly so. A plain, rapid business hand, retaining the pupil's individuality, is taught in the College. The entire business course may be considered a continuous lesson in handwriting, for poor penmanship is not tolerated in the work done in any part of the course.

### **Correspondence.**

One of the most important branches, to which the attention of commercial schools is particularly directed, is that of business correspondence. In this institution it is given that wide scope which its importance warrants. A very important part of the accountant's duties is to write or dictate business letters, and to letter-press the same. To become proficient requires much time and attention, and students whose knowledge of language is defective are enabled to make substantial progress during the period of their attendance. In the Inter-Collegiate and Business Practice Department a large amount of correspondence is written under the eye of the Principal.

### **Business Paper and Commercial Law.**

Special attention is given to this important part of a business education, and students are daily taught, individually and collectively, the form and use of the paper of commerce, the legal requirements thereof, and obligations of parties thereto. Invoices, statements, receipts, promissory notes, drafts, checks, bills of exchange, orders, due bills, acceptances, bills of lading, and the like, are dealt with, and endorsing, banking, warehousing, shipping, etc., receive the careful consideration of teachers whose knowledge of the same has been supplemented by office experience. In the Inter-Collegiate and Business Practice Department the different forms of business paper are thoroughly exemplified in a series of business offices designed for the purpose, in which the work of the modern banking, wholesale, retail and forwarding enterprises is illustrated in a convincing manner.

### **Spelling.**

The ability to spell readily and correctly the ordinary words of every-day business and social



life is of the first importance to the commercial student. Spelling is, therefore, given a special place in our scheme of practical education, and students are systematically drilled bi-weekly in the subject.

#### The Bank.

The College Bank was not designed to give "tone" to the Annual Announcement, nor was it created to affect impressionable youth. The "Bank," in the scheme of commercial training followed in this institution, is as much a necessity to the College students as is the chartered bank to the business community. It does not require much reflection to convince any reasonable person that the business transactions concerned in ordinary chartered banking may be handled quite as satisfactorily within the school-room, where they are prescribed, as outside where they transpire in the ordinary course of business. If a student be told to deposit College bills, representing money, in the College bank, and the same youth be entrusted with bank bills to deposit in the Bank of Hamilton, he will find that the steps to be taken in both cases are identically the same; the difference, the only difference, being that the former is simulated, while the latter is real. So is it with other banking and commercial transactions throughout the course.

Young men desirous of fitting themselves for clerkships in banking institutions will find the College training in banking of especial value to them. Graduates of the College are to be found in the service of the leading chartered banks and savings societies of the Dominion. Their success is ample proof of the practical nature of our course of instruction.

### INTER-COLLEGIATE AND BUSINESS PRACTICE DEPARTMENT.

The Inter-Collegiate feature denotes the out-of-town business which our students transact with the pupils of other institutions of commercial education. The value of such an experience is inestimable and the possibilities of the method illimitable, simulating as it does the reciprocal relationship which one business man bears towards every other business man the world over. The work of the Department of Inter-Collegiate and Business Practice of the College is, perhaps, the most fascinating feature of an interesting course of commercial study. It supplements and enforces what has been dealt with during the preceding portion of the course, and gives a proper finish to the student's collegiate course in business. The most effective way of learning to do a thing is by doing it. This the student-accountant does in this as in other departments of the College.





In the space at our disposal it is impossible to set down an adequate description of the work of the department, so closely does it resemble the well-ordered office of the up-to-date business man. It is safe to say that in no institution of business education are the minutest details of office practice more rigidly enforced than in the department under consideration. Students are here under the eye of accountant-teachers of large office experience, who impart that knowledge of the usages and conduct of a business office which will qualify our pupils to fill positions of responsibility with satisfaction to their employers and to themselves.

What has been said under "The Bank" regarding "simulated" and "real" transactions, applies with equal force to the procedure of the Business Practice Department. The Principal and his staff of assistants have given years of thought and labor to perfecting the machinery of this department, and the recent inventions and improvements added by them have met with the hearty commendation of business men, accountants, and professional men who have examined the same. The system is unique, fascinating and practical, and follows closely the practice of the modern office. The inventions have been amply tested, and have, within the past few years, revolutionized the methods of business practice of commercial schools. The earnestness and interest of the business office are by this method introduced into the school-room; the atmosphere of the counting-room surrounds the student-accountant; he has faith in the real value to himself of what he is doing, and he conducts his affairs with all the care and despatch characteristic of the efficient office hand. The experience gained herein by the student-accountant is practically that of the bookkeeper in the counting-room, and his duties are so arranged that he is prepared to meet many of the contingencies which daily arise in business life. The College is able to demonstrate to any business man its ability to train his son or his daughter in a thorough and practical manner for the exacting duties of the office and the store. A business man will, on examination of our methods, see at a glance the practical nature of this improved system—the best yet devised to prepare the youth of Canada for commercial pursuits. The system has been endorsed by hard-headed business men here and elsewhere.

The plan is simple and logical, and the transactions are so graded as to widen the experience of the student until he can not only perform, but realize the ability to perform, transactions that those only who had enjoyed long office experience would care to attempt. When a graduate leaves

the halls of the school to accept a situation in a business office he merely changes his place of employment. The conditions met with are the same in the new as in the old place of occupation. He will be required, keeping in view the peculiarities of the office, to perform the same kind of work that he met with in the College and be subject to the same instructions from his superiors.

When the business college, like schools of law and medicine, fits its graduates to step at once into the practice of their chosen calling, what more can be done? The College does this. Can it do more? And yet, unlike the schools mentioned, it does more; it uses its wide influence in behalf of deserving and capable young men and young women who seek employment. Hundreds of its graduates look back with gratitude to the Principal of the College as the one whose exertions in their behalf gave them their first start in business life. Their letters of testimony speak for themselves. Read them—they are contained in "Supplement Number Two"—to be had for the asking.

#### **Daily Market Reports**

**Govern the Commercial Transactions of Students.**

The transactions of each day's business in the Inter-Collegiate and Business Practice Department are in strict accordance with the latest reports contained in the early morning press (and in private advices), which reports are daily "posted" on the Bulletin Board by the Manager of the Department. Up-to-dateness is a characteristic of the College.

#### **Wholesale and Jobbing House.**

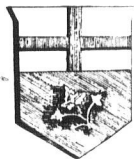
In addition to the Bank, already described, the College has in operation a Wholesale and Jobbing House, known as "Harris and Dingle," in which the methods of a large commercial house of the first-class are employed. Advanced students are required to take charge of this institution for such a period of time as will demonstrate their abilities in managing and accounting.

#### **Freight Office.**

This office forwards all students' freight destined for out-of-town places. It also receives incoming goods and delivers the same to the proper consignees. In it are kept the ordinary accounts of an agency of a Transportation Company. This office is weekly in charge of an advanced student.

#### **Merchants' Trust Company.**

This office acts as general agent, representing the manager of the





Business Department and outside parties. In the capacity of agent its managing accountant handles real estate transactions, collects rents, places insurance on property, receives securities for safe keeping, stores goods, acts as trustee and adviser, executes legal and business papers, acts as accountant and adjuster of complicated transactions, audits books, and, in a general way, handles transactions which call for the highest order of accounting. Advanced students assist in this exacting work.

#### Commission House.

This office is weekly in charge of an advanced student, who conducts a general commission business in accordance with the most approved methods.

### SHORTHAND DEPARTMENT.

The course of study in the Shorthand Department of the College includes the Theory and Practice of Shorthand, Typewriting, Correspondence, Composition, Spelling and Dictation, Penmanship, and Office Practice in Shorthand, and is as complete in every way as the Department of Business—the efficiency that characterizes the one is characteristic of the other. Everything necessary to the equipment of the stenographer for his sphere of usefulness is herein given.

The times demand far greater stenographic skill, and better preparation on the part of the clerk, than was the case a year ago. Competition in this, as in other lines, has raised the standard. This demand the College wisely heeds, and prepares its students accordingly. The Principal is an experienced stenographer and instructs his pupils according to the requirements of the particular office they are intended to fill. Our students before graduation have performed tasks for business and professional men, in an emergency, in such a manner as to gain the warm approval of their temporary employers and to reflect credit on the institution. The average office man, pressed for time, does not relish the task of training his stenographer “in the way he should go” — he prefers that the professional teacher should do that. The College is well aware of this, and does its teaching in a manner consistent with its reputation for practical work.

The best results are obtainable only through the best of instruction given to pupils fit to receive it. The most competent teacher in this or any other school cannot, in the brief space of a

few weeks, transform a student, devoid of a knowledge of the fundamentals of an English education, into an all-round stenographer, able to translate his notes into well-arranged, properly spelled, correctly punctuated and capitalized long-hand. It takes time to do this. We know it, and would advise young people contemplating a shorthand career to either prepare themselves in the three R's, and in spelling, grammar, etc., before coming, or be prepared to spend a longer period of time in attendance than is usually taken. In order that success may be achieved, it is absolutely necessary that the stenographer be competent to perform his duties in a satisfactory manner. It takes time to become proficient in anything. Stenography is no exception.

#### **Office Practice in Shorthand.**

This College gives its students a thoro' course, immediately before graduation, in Office Practice in Shorthand. It is here, as with the student-accountant, in the Inter-Collegiate and Business Practice Department in the commercial course, that the stenographer gains that practical experience in office work which will fit him on graduation for immediate usefulness to any employer who may engage him. The chief drawback has been, and is to some extent the case to-day, that the pupils of shorthand schools have been insufficiently trained in real office work. The object in establishing this feature of the course was to give the student experience in exacting stenographic work before leaving the institution, and thus save him many discouragements and relieve his employer of much worry and loss of time. Time is money. The plan has proven to be a decided success.

The nature and variety of the work done in this, the graduating department, is sufficiently practical and thoro' to convince any business man that the College realizes fully the duties of the modern office, and does not shut its eyes to the plain facts of the case. It further convinces him of its ability to train young men and young women in a satisfactory manner for active, useful lives as amanuenses and reporters. Shorthand and Typewriting are indispensable in our best business houses.

#### **Typewriting.**

It is thought by the uninitiated and inexperienced, (why, we do not know), that typewriting requires but little attention—that it is learned in a short period of time, and without instruction of any kind. In fact there are teachers of shorthand who labor under this delusion. They err grievously, as any experienced typist can testify. To learn to typewrite





is as easy as to learn to set type in a printing office. The chief difficulty is to do the work with sufficient speed to make it of practical value to an employer. There are other difficulties: to capitalize, to punctuate, to write neatly and evenly, to distribute the matter according to the space available, and to do a dozen and one other things, to say nothing of the care necessary to be taken of the writing machine itself. It is as necessary to the success of a stenographer that he should be a skilful and rapid typist as it is to be a skilful and rapid shorthand.

#### **Merits of Systems The System in Use Here.**

**Ninety-five per cent. of the shorthand writing of the English-speaking world is done in Pitman's Phonography, whose venerable inventor, Sir Isaac Pitman, was knighted by our Empress-Queen for this his contribution to the cause of progress during the Victorian era.**

"Supplement Number Three," which should accompany this Announcement (if missing, send to the College for it) gives excellent reasons for the adoption and retention by this institution of the Pitman System of Shorthand.

#### **Graduates in Business.**

From Victoria, on the Pacific, to Halifax, on the Atlantic; from Winnipeg, in the North, to New Orleans, in the South, graduates may be found who look back to the training received here as the beginning of that "onward and upward" course which has carried them to their present enviable positions. These graduates are to be found in all departments of business life—in the banks, in the offices of the great railway corporations, in wholesale houses, in manufacturing concerns, in business colleges, collegiate institutes and high schools, in loan and investment companies, in mining corporations, in newspaper, and lawyers' offices, in the different departments of the Canadian civil service, as well as in the ranks of the reporters in provincial assemblies, law courts and on the newspapers. An examination of "Supplement Number Two" (to be had upon application to the College), containing the testimony of a few of these graduates, is convincing evidence of the value of a business education procured under such favorable conditions as prevail in this College.

## GENERAL INFORMATION.

### Time of Entering.

Whilst the instruction of the students is, in the main, individual, and the time reckoned from the date of entering, yet the best time to begin collegiate work is on the first day of any month during the school year.

Day students are permitted to enter the evening classes (elsewhere described) without an additional fee. By this means, and by regular home and Saturday study, our students may complete their courses in less time than is usually taken in commercial schools.

### Sessions and Holidays.

The school year begins on September 1st, and ends on June 30th. The "long" vacation includes the months of July and August; the "short" vacation consists of the week between Christmas and the New Year. The only other holidays are the statutory ones and Saturdays. Many of our students, however, attend the College on Saturday mornings during the winter weather.

Sessions are held daily, commencing at 9 a.m. and concluding at 4 p.m. An intermission of two hours is taken at mid-day for luncheon.

### Qualifications.

A fair knowledge of the English branches is sufficient preparation for entering upon the work of the Business Course.

Ability to express himself grammatically, and to spell correctly the every-day words of business, should be possessed by anyone contemplating a course in the Shorthand Department. If this be wanting, success in stenographic work is problematical.

### Time Required.

Six months' attendance is generally required for either the Business or the Shorthand course. Where the student has had the benefit of a liberal English education, and is able to bring more than average ability to bear, the time may be cut down to four or five months.

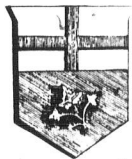
Short courses, for particular reasons, may be taken in the College, but no one should undertake the work of any course without a definite purpose, and a firm resolve to accomplish the object in view.

### Diplomas.

Diplomas are awarded to graduates in the Business and in the Shorthand Departments, under the authority of the Business Educators' Association of Canada.

### Requirements for Amanuenses.

1. Accuracy in the transcription of shorthand notes; 2. A speed of at least 100 words a minute; 3. Correctness in Spelling; 4. Ability





to write business letters without dictation; 5. Sufficient familiarity with the typewriter to transcribe notes at the rate of forty words a minute; 6. Good judgment.

#### Situations.

No reputable school hazards its good name by guaranteeing situations. The best colleges *procure* situations for their graduates whenever or wherever an opening occurs. No efficient graduate of the College, with its prestige and wide influence, need remain long unengaged. There is a steady demand for the kind of office assistants who receive their business training in this institution, for the reason that they are trained in commercial usages and practice by men of business experience. Without the training received here, and the assistance of the

College, hundreds of young men and young women would to-day be unemployed or occupying inferior positions.

#### Students from a Distance:

Intending students living within a radius of fifteen miles of the College, are granted a low daily rate to and from school, by the railways, upon presentation of a certificate signed by the Principal. Enquire of the College for particulars. It costs no more to live here than in an average town or village. Good board and lodging may be had, in private houses, at from \$2.50 to \$3.00 a week. Boarding house lists are always on file for the convenience of our patrons. The Y. M. C. A. list is also open to our patrons, and nothing that a kindly interest in our students can suggest will remain undone to minister to their comfort.

#### Influences.

The influences thrown about students of the College are such that cannot fail to make a decided impression for good upon their minds. There is but one rule for young men: to conduct themselves as gentlemen; one rule for our young women: to conduct themselves as ladies. Irregularity and laziness are not tolerated by business men. The College in this, as in other things, follows the practice of the best business houses.

#### Night School.

Evening classes are conducted on Tuesday and Friday evenings each week during the months of October, November, December, January, February, and March. The classes begin at 7:15 and close at 9 o'clock. All subjects embraced in the regular courses, elsewhere described in this Announcement, are thoroughly taught by a full staff of teachers.

#### Entertainments.

The college possesses an association, designed for the mutual improvement of its members, known as the Students' Club. This body meets weekly in the College hall and furnishes a varied program of debates, music and readings. The annual banquet of students and graduates is an in-



interesting event in the history of the school year. Prominent men periodically deliver addresses to the students.

#### **Students' Records.**

A careful record of the work and deportment of pupils is kept. This register indicates the attendance of pupils, and their daily, weekly and monthly percentages.

#### **Canadian Civil Service.**

Young men and young women, who intend offering themselves as candidates for the Civil Service examination, will find a course of training in this College highly advantageous. Our graduates are filling responsible positions in the Post Office, Inland Revenue, Customs, and Weights and Measures Departments of the Civil Service.

#### **Farmers' Sons.**

We shall not offend good taste by intimating that farmers' sons should receive a sound English education. All or nearly all of them enjoy that blessing. The need of a business education is, however, of scarcely less importance to those engaged on the farm, whose occupation constantly brings them in contact with merchants, bankers, lawyers and agents, whose superior knowledge of business matters may work to the disadvantage of the farmer untrained in business usages. In order that there may be an equality of knowledge, the farmer must be educated in business methods. A winter spent here will give him that knowledge.

#### **In Conclusion.**

The College is a business school, conducted by business men, on strictly business lines. Aside from the necessary study of principles, and the application thereof, the course conforms closely to the requirements of the modern business office, and the graduate's step from the college to the office desk is one of location only and is no greater change than the relinquishing of a position in one business house to accept a similar one elsewhere. Theory thro'out the college courses is subservient to practice.

It is believed that the course of training described in this prospectus, conducted under such auspices, attended by such privileges and surrounded by such elevating influences will commend itself to the serious attention of parents and intending students who demand something broader and more thoro' than a mere routine of office or warehouse apprenticeship.

High School, College and University graduates contemplating a business life, for which academic studies have but poorly fitted them, can in a few months become masters of the principles and practice of business which, in the ordinary circumstances of commercial life, could be acquired only by years of experience and, even then, in a one-sided manner.





## Books and Supplies

For <b>Business Course</b> (six months) cost	
"Business Bookkeeping and Practice".....	\$ 1.50
"Bookkeepers' and Office Practice".....	1.25
"Bookkeepers' and Office Practice".....	1.25
Bank Books, Notes, Drafts, Receipts, Invoices.....	.25
Introductory Blanks (Journal, Ledger, Balance Book, Check Book).....	.50
Advanced Blanks (Journal, Sales Book, Summary Books, Cash Book, Ledger, Bill Books, Check Books).....	1.50
"Essentials of Arithmetic".....	1.25
"New Method Speller".....	.25
"International Business Practice".....	.35
Text Book on Commercial Law.....	1.00
Incidental Expenses, including Paper, Pens, Exercise Books, Fyles, etc., about.....	2.00
<b>Total</b> .....	\$12.00
Less Cash Discount (when the above are purchased on entering).....	.50
<b>Net</b> .....	\$11.50
Supplies for the three months' term cost \$4.00; second term, \$4.00.	

For the **Shorthand and Typewriting Course** the cost for six months' supplies is

"Phonographic Teacher".....	\$ 15
"Key to Phonographic Teacher".....	15
"Exercises in Phonography".....	5
"Manual of Phonography".....	15

"Phonographic Reporter".....	55
"Shorthand Dictionary" (30,000 words, in long hand and shorthand).....	1.25
"Complete Typewriter Instructor" (100 pages).....	1.50
"New Method Speller".....	.25
Incidental Expenses (Note Books, Pens, Pencils, etc.).....	1.00
<b>Total</b> .....	\$8.25
Less Cash Discount.....	.25
<b>Net</b> .....	\$8.00
Supplies of first term of three months cost \$4.00; second term, \$2.25.	

## Tuition Rates.

The following rates of tuition are chargeable for instruction and attendance in either of the two departments of the College. Fees are payable in advance.

Three months (first term).....	\$25.00
" " (second term).....	22.00
By the month (first term).....	10.00
" " (second term).....	8.00
Four months (first and part second term).....	35.00
Six " (two terms).....	45.00
Ten " (school year).....	70.00

To meet the needs of those who seek diplomas in both Business and Shorthand-Typewriting Departments, an additional charge of \$5.00 quarterly, or two dollars monthly, is made when the Business and Shorthand Typewriting Courses are taken conjointly.

### NIGHT SCHOOL RATES

Three months.....	\$10.00
Six ".....	18.00

Board and Lodging, in approved private families, from \$2.50 to \$3.00 a week.

## FINAL EXAMINATIONS

Held Monthly Under the Direction of The Business Educators'  
Association of Canada.

**T**HE Business Educators' Association of Canada—which stands for higher commercial training—is the examining body to which the Business and the Shorthand Students of the College submit themselves. The diploma issued by the College, under the seal and sanction of the Association, will be convincing evidence to prospective employers, in any part of Canada, of the competency of its possessor. The Business Educators' Association of Canada is in reality the Business University of the best Commercial Colleges.

