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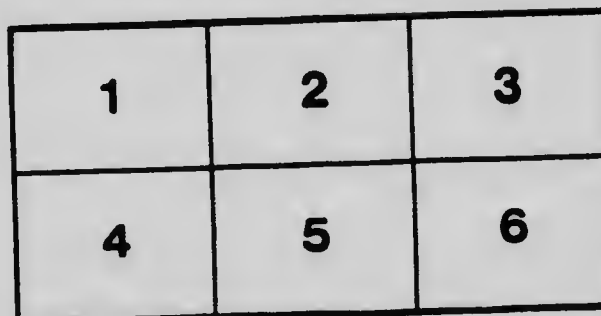
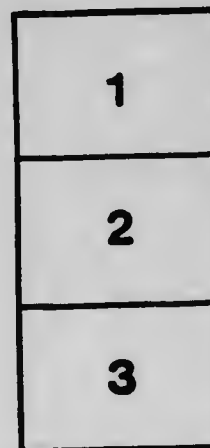
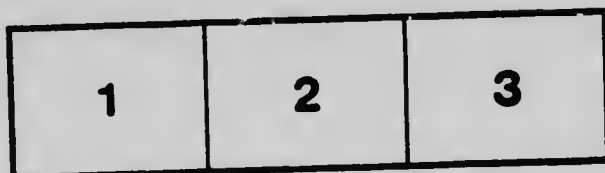
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VAN COUVE P
BUSINESS
COLLEGE
VAN COUVE P

1904



The Vancouver Business College, Limited.

OUR AIM.

In starting this institution we find that there is a certain amount of prejudice existing in the minds of some people against Business College graduates. This is not to be wondered at in view of the superficiality of the training given in many Business Colleges which pretend to prepare a student in a very few months' time for any office position, giving them a mere smattering of the subjects necessary for success, and no drill at all in some needful subjects.

Our purpose is to have a high standard for graduation, so that no incompetent can obtain a Diploma; and this standard, when made known to business men, will open the door to positions paying salaries that could not be obtained by a student who had been pushed through a weak course, and placed into a position before fully competent to fill it.

We want our graduates to be so well prepared and trained before leaving our College that we can confidently recommend them for positions that have hitherto required persons of some experience.

Business men will soon get to know what our standard is, and when that is known—and it is becoming known now—our graduates will be in demand over all the Province and Northwest. * Is it not better to attend a school where the standard is high and the courses thorough, and become better equipped for the strenuous battle of life? Our motto is, and will continue to be, "Absolutely Thorough."

OUR TEACHERS.

We employ only men and women who are specialists in their departments. They must have had experience in office work, also in teaching. Upon our teachers rests the responsibility as to whether or not the student will be trained aright. You will find our staff to be earnest, painstaking and willing at all times to help you to the best of their ability.

More about our teachers in our little booklet, "Who we are." Send for it.

COMMERCIAL DEPARTMENT.

To the prospective student we would say, that if he wants a practical, thorough and solid training in Office Routine, a careful and close investigation into our methods and systems must surely appeal to him and lead him to enroll with us. The student who enters our Commercial Department meets face to face the work and routine of the average office all the way up from office boy to the head bookkeeper. We offer no slipshod, half-way course that can do no more than make a poor, unfinished machine of you, but we cover the ground thoroughly, maintaining at all times a very high standard in all branches of the Commercial Department.

Our Commercial Course comprises Bookkeeping, Office Practice, Business Practice, Business Arithmetic, Commercial Law, Business Forms, Commercial Correspondence, Spelling, and Business Penmanship.

The Advanced Commercial Course is specially for those who wish to follow up Accounting and Auditing. It is a carefully arranged course, consisting of Accounting and Auditing in their varied forms, use of Loose-Leaf Ledgers, Card Systems and specially ruled books, Higher Accounting, Joint Stock Company Incorporating, etc. Usually this Advanced Course immediately follows the regular Commercial Course, but we recommend it to bookkeepers everywhere. Two or three months in our Night School would advance them wonderfully. They would never regret it. We will be pleased to give further particulars regarding our Advanced Commercial Course upon application.

SHORTHAND-TYPEWRITING DEPARTMENT.

Undoubtedly no other profession furnishes the student such pleasant and remunerative employment, with such rapid advancement, as stenography. We mean by stenography, not merely being able to write shorthand at a rate of seventy to eighty words per minute, and being able to worry these shorthand notes off on the typewriter at a medium rate of speed—to these ad-

vancement is slow—but we mean, by stenography, the ability to write shorthand over one hundred words per minute, and make a typewritten transcription of the notes at a rate of over forty words per minute, at the same time possessing a thoroughly practical knowledge of those subjects that go to make up the successful amanuensis. The stenographer must be an accurate speller, good in correspondence, rapid in figures, acquainted with, and expert in, the use of the tabulator, and, in fact, he must have a practical knowledge of the general work of the expert office amanuensis.

Business men and business firms are continually on the alert for experts in any line, and their office department is not excepted. If they find a person, man or woman, young man or young woman, who can do better work, and more of it in the same time, than another in their employ, they promptly secure the services of that expert, and their old employee is either dismissed or kept back with a low salary. We recently learned of one business man here in Vancouver dismissing five stenographers inside of ten months before he secured one who could fill the bill. He wanted an expert, and yet it was but an ordinary position. No doubt he was heard to say, and not at all mildly, "Give me no more of these inexperienced and incompetent stenographers."

The duty of the Business Colleges of Canada, and our duty in particular, is to remedy this. We must see to it that our graduates are not half-prepared by getting a half-way, slipshod course. We will do our share for this result. We have made our courses very thorough, of a very high standard, and have spared neither money nor pains to secure the very latest and best in the way of office forms and labor-saving devices. Our graduates leave us as experts.

Our Shorthand-Typewriting Course consists of Shorthand (your choice of two systems), Touch Typewriting (with typewriter at your home), Office Practice, Rapid Calculations or Short Cuts, Business Forms, Invoicing, etc.; Copying and Filing, Spelling, and Business Penmanship.

PREPARATORY DEPARTMENT.

This department is designed for those who are not well enough advanced to enter either of the other departments, the Commercial or the Shorthand-Typewriting. Students can enter this department either to review the common branches or to carry them further than they have already gone. By taking a review in the subjects of this department, the student is better fitted to take up the other courses, if he desires to do so.

The work here consists of Grammar or Practical English, Spelling, Writing, Reading, Letter-writing, Arithmetic, etc. When the student has reached a standard in these subjects equal to the High School Entrance, he will be permitted to enter either of the other departments. This course is just the kind for foreigners, and for those who have through lack of time and opportunity, been deprived of the advantages of a Public School Course. Each student receives instruction under a teacher of over twelve years' experience in the work.

No matter how backward you are, our Preparatory Course will help you greatly.

STANDARD OR COMBINED COURSE.

Our Standard or Combined Course consists of the subjects of both the Commercial and the Shorthand-Typewriting Departments. Many students are desirous of taking the Combined Course, taking all the subjects at one time. While this is possible with some students, still we recommend the taking of one of the courses by itself for, say, two months before introducing the other, and indeed it is better to take the one completely before entering on the other. It takes no longer (although it may appear so), and costs not one cent more, if the Combined Course is arranged for at the start. Many students, as stated above, take the Combined Course, but all of them should. The increased benefit more than amply repays any extra time or money spent.

THE VANCOUVER BUSINESS COLLEGE, LIMITED, VANCOUVER, B. C.

There are many firms that have not sufficient work in the office to employ both a bookkeeper and a stenographer. Here is where the graduate of the Combined Course is required. Of course the salary is larger than if one is able only to do bookkeeping, or to do stenography work, as the case might be.

For special advantages to graduates of our Standard Course see paragraphs entitled "Premiums" and "Position in 10 days," pages 26 and 27, respectively.

LEARN
Telegraphy

There are few occupations that offer young men and women a better opening than Telegraphy, and there is none that can be acquired by the bright student in so short a time and at so moderate an expense that is more desirable. Not only is the work of all established commercial offices increasing in proportion with the growth of cities and the volume of general business, but there is also a large annual extension of telegraph lines for railway and commercial purposes. Especially is this the case in the West, and with the introduction of Wireless Telegraphy, and the opening of new stations for it on the Coast, will come a great demand for operators.

Since starting to get out this prospectus we have taken up the teaching of this subject, and the teacher, Mr. N. C. Marshal, is an expert in that line, having had over twenty-five years' experience as operator in installing switch-boards, laying cables, and other work of a similar nature.

The course of instruction consists of expert teaching and practice in the following essentials, proficiency in which will constitute the right of the student to the College Diploma in the Telegraph Department:

1. To be able to send and receive at the rate of not less than 30 words per minute with readiness and accuracy;
2. To write rapidly and legibly;

3. To spell correctly and use with facility the usual abbreviations of either service;
4. To use the typewriter at the rate of 40 words per minute;
5. To be familiar with the use of all forms, reports, order sheets and statements employed in either the railway or commercial service;
6. To understand the manipulation and care of instruments, batteries, switch-boards, the testing of wires, etc.;
7. To have a practical knowledge of the Standard Code of Rules as applied by Canadian railways.

Scholarship in above course, time unlimited, \$50.00, payable in advance.

Students who have taken out a Diploma in either of our two other departments will be required to pay only \$20 extra for the Telegraphy.

Bookkeeping

The Theory and Practice of Bookkeeping, from the student's standpoint, are the two main points to consider. One is practically useless without the other. The student, to become an expert bookkeeper, must master the "why" and the "how." To tell him to make an entry a certain way, without showing clearly the reason, is making him a mere machine. He must grasp the principles and then the practice will be much more easy.

Our plan of teaching Bookkeeping combines from the very start both the Theory and the Practice. The very day the student enters our Commercial Department he is given or placed in a position as bookkeeper, under the guidance and instruction of his teacher. It is a General Merchandise business that he is keeping the books for. The work is outlined for him and explained to him, but he does none of the

drafts, cheques, etc., that are incoming to the business the bookkeeping. All business papers, bills, notes, business part of it; he has enough to do to look after come to him written out in proper form, while like business papers that are outgoing to the business are filled in by him on the regular forms. He has to make bank deposits, and look after all the bookkeeping, under personal instruction. The work gradually becomes more difficult and complicated. New forms, special books, and further up-to-date systems are introduced. After mastering the Theory part of Bookkeeping he goes still farther into the Practice of it, at the same time assuming the actual business part of it.

Business Practice

Here the student enters into business for himself. His capital is given to him, and it is his aim to make, through business deals, as much money as he possibly can. He buys from, and sells merchandise to, students and offices in this school. We have also formed a Business Practice Circuit with three or four prominent Western Schools. Our students are thus enabled to buy from different markets, where they can to best advantage. They become familiar with freight matters, customs, insurance, etc., because they have to do all this work, just the same as if they were in actual offices. It is in this Business Practice Department that the real business ability of the student manifests itself, and the real ability and farsightedness of some of these students would do credit to men of long business experience. In the course of this work the student takes a partner. He makes out the Partnership Agreement. The Partnership extends some little time and is then dissolved and a settlement effected. He then goes about to form a Joint Stock Company, under the laws of British Columbia. Other students sign for stock on his subscription list. He makes application to the Government for a Charter. He issues Instalment Script, makes Calls on the Stock, issues Stock Certificates, declares and pays Dividends, and does all the work and also the bookkeeping that is necessary in properly conducting the affairs of a Joint Stock Company. The Company is finally wound up, and then the student steps into the Office Department.

OFFICE PRACTICE.

We have the following offices in connection with our School: Wholesale Commission, Bank, Freight, Customs, Real Estate and Insurance. The whole of these seven offices are fitted up specially, with special books for each. The best and most up-to-date methods of Accounting, and the greatest labor-saving devices are here introduced. The student works on Loose-Leaf Ledgers, Departmental Ledgers, and handles the Card Index System. The work of these offices is as real as it can possibly be made. In the Bank the student acts in the capacity of Junior Clerk, Discount and Collection Clerk, Ledgerkeeper, Assistant Cashier, Cashier and, finally, Manager. The Books and Systems throughout are similar to those used in any chartered bank of Canada. The same applies to the Wholesale Office, and, in fact, to all of the seven offices of this department.

Those students who take Shorthand and Typewriting receive much practice and training in this Department. The Managers and Clerks of the several offices, when they have letters to write to their customers, who may be their fellow-students or students in offices in the other Colleges of the Business Practice Circuit, call in a stenographer and dictate all letters, which are then typewritten by the stenographer. The Bookkeeping student becomes practiced in the dictating of letters pertaining to the actual business work, and the stenographer really becomes an experienced office amanuensis. "Knowledge is a treasure; Practice is the key to it."

Shorthand

Shorthand is coming more and more into use every day. An office or firm that now has not at least one stenographer is rather behind the times. To the young man or young woman who wishes to enter the field of commerce no avenue is so promising of success and advancement as shorthand. Take, for instance, a young man. He writes shorthand rapidly—he is expert at it. He secures a position as stenographer or secretary to an officer in, or perhaps to the manager of, a certain

tise that a certain system can be learned in one-half to one-third the time of Pitman's, because such a statement is absolutely false.

Absolutely no student graduates from the V. B. C. until he or she writes at the rate of One Hundred Words per minute from new matter.

Typewriting

Too much attention cannot be given this important subject. Above all things the stenographer's typewritten work must be perfect. It must be performed rapidly and absolutely free from errors. In teaching this subject we use solely the Touch Method. The keys of the typewriter are blank, and the student memorizes the entire keyboard by degrees, using his entire five fingers, until finally he can write from his shorthand notes without watching or paying any attention whatever to the keys or to his hands. His being able therefore to keep his eyes concentrated on the notes very greatly increases his speed of transcription. All the fastest records are made with the Touch System. Recently Miss Verna Nida, Terra Haute, Ind., wrote from manuscript 20,722 words in 4 hours and 50 minutes, which is at a rate of over 70 words per minute. This is the world's record. She learned the Touch Method from the same system as we use.

Our standard machine is the Remington, though we have three other makes represented in our school. Each student who pays for his course in advance, or agrees to take the full Shorthand-Type-writing Course, paying the monthly rate, will be furnished with a typewriter for his own individual use at his home or boarding place, for practice, without any additional fee. This is a very distinct advantage to the student, and we are the only School in Canada giving it. We have everything, use everything, and do everything that is within our bounds to advance our students, to make of them successful men and women. The student with a typewriting machine at home can spend more time on his practice on the typewriter, as well as on the rest of his subjects in the school, thus permitting him to attain a higher

standard in practically the same, if not in less, time than he would otherwise take to become a half-way stenographer.

The student in the class room is drilled in the use and handling of the machine, the oiling, cleaning, etc., so that when he takes his position he is often able to make any little repairs or adjustments that are or may be necessary. His typewriting work includes the making out of every manner of Financial Statements, Account Sales, Invoices, Legal Forms, etc.

Our standard for graduation in Typewriting is 400 words to be copied in 10 minutes from manuscript.

Correspondence

Nothing is a better index of one's ability than his written letter. An applicant for a position, even though intimately acquainted with his prospective employer, is usually required to reduce his application to writing. From it the employer may easily judge as to his Penmanship, Spelling, knowledge of English, and much of the general education and character of the writer. We have regular classes in this subject, and give it special attention. The pupil is drilled in the form of letters, Penmanship, and the best style of expression, until he can write a commendable letter. Without the ability to write a good business letter the student will find that many of the avenues of advancement are closed to him. It is the first thing he will be called upon to do when he has finished his course and is ready for a position. No student should fail to recognize the vast importance of becoming a good letter-writer.

Commercial Law

We do not claim to make lawyers of our students, but we recognize the fact that it is a very great benefit for them to leave our school with a thorough knowledge and understanding of those main laws strictly pertaining to any ordinary business. At least two lessons are given each week, during which the subjects in hand are freely discussed by the class. We go thoroughly into the

general laws governing the following: Contracts, Agency, Partnership, Joint Stock Companies, Landlord and Tenant, Master and Servant, Invoices, Accounts, Credit Notes, Statements, Accounts of Sales, Due Bills, Orders, Receipts, Deposit Receipts, Promissory Notes, Cheques, Bills of Exchange, Lien Notes, Patent Right Notes, Bank Drafts, Instalment Scripts, Stock Certificates, Letters of Credit, etc.

Business Forms

How very important it is that the student, while acquiring business routine, should also become familiar with Business Forms—with the real business papers that he will handle when he leaves the school to go into an office. Our students through their work give mortgages and deeds of land, make application for fire insurance, clear goods at the customs, and do all the work in connection with the forming of a joint stock company, all the time using the actual business papers and forms as prescribed by the laws of British Columbia.

All the work our students do is strictly according to the most modern methods, and the forms or business papers used are real—just the same as those used in actual mercantile work.

Arithmetic

Commercial Arithmetic is a very important subject. It is absolutely necessary for the bookkeeper to have a thorough knowledge of the subject, so that he can readily solve any problem that may arise in the scope of his work. He must be quick and accurate. We teach this subject in a practical manner. Business Arithmetic embraces Vulgar and Decimal Fractions, Practical Measurements, Percentage, Profit and Loss, Trade Discounts, Commission, Insurance, Sterling Exchange, Foreign and Domestic Exchange, Bank Discount, Custom House Work, Averaging Accounts, Equation of Payments, Interest (simple and compound), Partial Payments, Stocks, Bonds and Debentures, Cash Balance, Storage, Partnership Settlements, etc.

The whole school, for one-half hour each day, receives instruction in Rapid Calculation or Short Cuts. The student must add, multiply and divide rapidly. He must be able to do much work in his head, without the use of a pencil. He must do these things quickly and accurately.

Practical English

Miserable spelling is never excusable. No one ever spells too well. Any one can learn to spell correctly. You may be good in everything else, but if you are a poor speller you are a miserable failure. Any position in business or literary life exacts good spelling. It is fully as important as to be able to read and write. Our spelling lessons are made up, for the main part, of just those words and expressions that are common to business. A certain period of time is given to it each day.

Penmanship

This much neglected art is one of the first things to which we direct the attention of a student when he enters our school. Not one in a hundred can write a good hand upon entering—a sad commentary upon the methods employed in our public schools. Our students are taught in a systematic manner by an enthusiastic teacher. In all cases we advocate the use of muscular movement in the execution of business writing. The forms of letters used are the simplest and plainest possible. Flourishing and shading are strictly forbidden.

How we teach Penmanship. The teacher executes the different movement drills and whatever lesson may be in hand on the blackboard. The students see it done. Then he gives the necessary instruction in the holding of the pen and paper, the position of the body, and the movement, and personally helps each student that may need further instruction, using his pen and paper to show him how to perform the lesson. These lessons in Penmanship occupy forty-five minutes of each day, and are very helpful to every student. "Plain business writing is the key that most frequently unlocks the door of opportunity."

TIME REQUIRED.

We are often asked about the time required to complete either the Commercial or Shorthand-Typewriting Course. We can only say in reply that this is a school of attainment, not of time. We will do all in our power to advance the student as rapidly as his ability will permit, but we cannot promise to graduate him in a certain time. Thoroughness is the first essential, and all advancement must be consistent with it. It usually requires the student of ordinary ability from five to six months to complete either the Commercial or the Shorthand-Typewriting Course, and from eight to ten months to complete the Standard or Combined Course.

BUSINESS EDUCATORS' ASSOCIATION OF CANADA.

In the summer of 1897 the Principals of the leading Commercial Schools of Canada met in the City of Hamilton, Ontario, and formed what is known as the Business Educators' Association of Canada. The purpose of this Association was to lift the standard of Commercial Education. Prior to that time all good schools suffered because of so many of the poorer ones, and in order to secure a standing among the business public the step of forming this Association was taken. It is not a trust; each school may be independent of any other. But the object is common to all schools in the Association is the examinations. There is a Board of Examiners, one from the different schools whose duty it is to set the examination papers and mark them; that is, one examiner may set the Bookkeeping Examination, and he will mark that, another the Shorthand, and another the Commercial Law, and so on. The examinations are held monthly, and no one knows what the examinations are like—not even the teachers or the Principal of the school himself—until the day of the examination, when the papers are opened at the appointed time. The examination papers are sent by the Registrar of the Association to the schools at the end of each month (one paper to each student that is going to write), and after the student has written on the examination, his papers are sealed and sent to the Registrar, who distributes them to the different examiners. Owing to the distance of Vancouver from Toronto, our students write

one week earlier in the month than the students there, but to save time in receiving the reports ours will be sent us by telegram, so that ten days after the student writes he will know whether he has passed or not.

Instead of each school giving a Diploma of its own, the Association issues a handsome Diploma, signed by the President, Vice-President and Secretary of the Association, to each student who passes the prescribed examination, and this Diploma then receives the seal of the college from which the student graduated.

There is no Business College in America with a higher standard than the Business Educators' Association of Canada, and business men want no higher proof of a student's ability than his being the possessor of its Diploma.

THE FOLLOWING IS A LIST OF THE COLLEGES IN THE ASSOCIATION.

Central Business College	Toronto, Ont.	Woodstock Business College	Woodstock, Ont.
British American Business College.....	Toronto, Ont.	St. Thomas Business College	St. Thomas, Ont.
Forest City Business College	London, Ont.	Vancouver Business College	Vancouver, B. C.
Canada Business College	Hamilton, Ont.	Maritime Business College	Halifax, N. S.
Hamilton Business College	Hamilton, Ont.	Fredericton Business College	Fredericton, N. B.
Ottawa Business College	Ottawa, Ont.	Galt Business College	Galt, Ont.
Metropolitan Business College	Ottawa, Ont.	Brantford Business College	Brantford, Ont.
St. Catharines Business College...	St. Catharines, Ont.	Sarnia Business College	Sarnia, Ont.
Berlin Business College	Berlin, Ont.		

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BUSINESS EDUCATORS' ASSOCIATION OF CANADA.

CURRICULUM

(As Revised and Adopted July 3rd, 1903).

BUSINESS COURSE.

CORRESPONDENCE.

This subject must include a general knowledge of all particulars relating to business letters, including punctuation, paragraphing, composition, spelling and grammar, as well as a knowledge of commercial abbreviations, words and phrases, modern methods of copying, indexing, filing, and such other plans and methods as are in vogue in business offices.

The paper shall include exercises in punctuation, etc., illustrated by letters, and shall require the candidate to write out three out of five letters from the data given on the paper; also to copy on letter book paper a designated letter, the copy to be inclosed in the envelope together with the letter itself. When any commercial paper is referred to in the communication, the candidate must write and inclose the paper. The ex-

aminer shall choose from the following: Receipts, orders payable in money or goods, orders for goods, promissory notes, drafts, checks, statements and invoices. (Forms to be supplied by the Association.)

Time 1½ hours. Value, 100 marks; minimum, 50 marks.

WRITING.

The examiner in business writing shall require the candidate to copy a selection of 150 words, to write sets of capitals and figures as set forth in the paper for this subject.

Time to be placed on the examination paper by the examiner.

Value, 100 marks; minimum, 50 marks.

SPELLING.

The paper set for this subject shall include 100 selected practical words, such as are commonly used. The list is to include not more than five important Canadian Geographical names from list to be supplied by the Curriculum Committee. In marking, the examiner shall deduct three marks for each misspelled word. Each erasure, change, or correction shall cost the candidate one mark, and ten or more such changes or corrections shall cancel the paper.

Value, 100 marks; minimum, 67.

COMMERCIAL LAW AND FORMS.

This paper shall be divided into two parts.

Part 1 shall include the Bills of Exchange Act, 1890, with subsequent amendments thereto, Contracts, Agency, Partnerships, Joint Stock Companies, Landlord and Tenant, Master and Servant.

Part 2 shall be devoted to business forms and shall comprise Invoices, Accounts, Credit Notes, Statements, Account of Sales, Due Bills, Orders, Receipts, Promissory Notes, Checks, Bills of Exchange, Lien Notes, Patent Right Notes, Bank Drafts, Custom House Entries (inward), Bills of Lading. Forms for the last two to be supplied.

Time, 2½ hours. Value, 100 marks; minimum, 50.

BOOKKEEPING.

The examination in this subject shall be included in one paper, which shall be required to include both theoretical and practical questions. The scope of this paper shall include Single and Double Entry, including changing from one to the other, Exchange, Joint Stock Companies, Financial Statements, and Balance Sheets (including analysis of the latter into: (a) Trading Account; (b) Loss and Gain Statement; (c) Asset and Liability Statement, Partnership Adjustments, Preparation of Books and Papers for Examination by the Auditors, the use of Special Columns and other expedients in Bookkeeping to save labor and secure accuracy of work.

Time, 4 hours. Value, 100 marks; minimum, 67.

Note:—Principals are requested to give special attention to the subject of Business Practice in their Schools, and students are not allowed to write on this examination without having plenty of practice, both in the Business Practice Work and in the offices used in connection with it.

The Principal of the school may forward to the Registrar a brief unidentifiable statement regarding the candidate's work in this subject during his course, which shall be forwarded by him to the examiner. Such statement may be for or against the candidate and may be used at the discretion of the examiner.

ARITHMETIC.

Vulgar and decimal fractions, Practical Measurements, Percentage, Profit and Loss, Trade Discounts, Commission, Insurance, Sterling Exchange, Domestic and Foreign Exchange, Bank Discount, Custom House Work, Averaging Accounts, Equation of Payments, Interest, Partial Payments, Stocks, Bonds and Debentures, Cash Balance, Storage, Partnership, Settlements. Marks to be apportioned according to the difficulty of the questions and set opposite each. The time on all questions to be calculated on a basis of 365 days to the year, and interest at 5 per cent., unless otherwise expressed.

Time, 3 hours. Value, 100 marks; minimum, 50 marks.

RAPID CALCULATION.

Consisting chiefly of addition (limited to five columns wide and twenty-five lines deep). Percentage and Invoicing. The examiner is to work the questions and place a value upon each according to the time required to work it, and show same on the paper.

Time, 30 minutes. Value, 100 marks; minimum, 67.

TOTALS.

Total marks obtainable in the Commercial Examination	700
Total Minimum required	467

Candidates who fail to pass shall be required, should they present themselves at a subsequent examination, to write on all subjects if they have not made the total minimum of 467. Those who make the required total minimum shall write only on those subjects on which they have failed to secure the required pass.

SHORTHAND COURSE.

SHORTHAND PAPER "A."

Legal.—500 words of business or legal matter to be dictated at 100 words per minute and to be neatly transcribed on the typewriter in 35 minutes.

Three marks shall be deducted for each mistake in spelling.

Value, 100 marks; minimum, 67 marks.

SHORTHAND PAPER "B."

Letters.—Five business letters of 100 words each, dictated at 100 words per minute, to be transcribed on the typewriter in 45 minutes. A carbon copy of one letter to be selected by the examiner, must be enclosed instead of the original. Three marks shall be deducted for each error in spelling.

Value, 100 marks; minimum, 75 marks.

TYPEWRITING.

Paper "C," Speed.—A passage of 400 words shall be copied (single spacing) from print. Method of marking by examiner to be as follows: For non-complete words deduct $\frac{1}{4}$ point for each; for wrong or omitted words from matter copied deduct 1 point for each; for errors in spelling deduct 2 points for each.

Time 10 minutes. Value, 100 marks; minimum, 75 marks.

Paper "D," Tabular.—Each candidate shall be required to typewrite one of the following: Invoice, Monthly Statement, Account Sales, or a Financial Statement. Candidate to compute the amount or check the figures given by the examiner. Perpendicular rulings are not necessary. The work shall be done under the supervision of the presiding examiner from data to be printed and placed before the candidate.

Time to be set by examiner. Value, 100 marks; minimum, 70 marks.

SPELLING.

Same paper as set for Commercial Examination, five marks to be deducted for each error. Each erasure, change or correction shall cost the candidate one mark, and ten or more such changes or corrections shall cancel the paper.

Value, 100 marks; minimum, 70 marks.

CORRESPONDENCE.

Same paper as set for the Commercial Examination.

Time $1\frac{1}{2}$ hours. Value, 100 marks; minimum, 50 marks.

WRITING.

Same paper as set for the Commercial Examination.

Value, 100 marks; minimum, 50 marks.

TOTALS.

Total marks obtainable in Shorthand-Typewriting Examination	700
Minimum required	467

Candidates who fail to pass shall be required, should they present themselves at a subsequent examination, to write on all subjects if they have not made the total minimum of 467. Those who make the required total minimum shall write on those subjects on which they have failed to secure the required pass.



Night School

are unable to attend the day sessions, avail themselves of our Night School and thus secure more responsible and lucrative positions. The courses of study in the Night School are identical with those in the Day School.

School will be in session on Monday, Wednesday and Friday evenings of each week during the year. The character of the work will be the same as the day session, and all the regular teachers will have charge of same. Many persons anxious to advance themselves, who

CIVIL SERVICE.

Thorough preparation in all the branches necessary to pass an examination for the Civil Service is given in our courses, and intending students should avail themselves of this advantage. An outline prepared by the Government is kept, stating in what branches the applicant will be examined, and our Civil Service Course only includes such portions of the work, so that no time or energy of the student is wasted. To be in the service of the Canadian Government is a creditable employment to any young man or woman, and the work is exceedingly pleasant and profitable.

WHEN TO ENTER.

As the instruction is largely individual, and as there are no special term divisions, students can enter any school day and begin work immediately in any department. Those who cannot enter conveniently in the Fall should remember that, with the exception of legal holidays, school continues throughout the entire year in uninterrupted session. No entrance requirements are stipulated except that the student is expected to have gotten up as far as the High School Entrance Examination, but if such is not the case and the student absolutely needs it, he will find exceptional opportunities for preparation in our Preparatory Department.

As the instruction is largely individual, and as there are no special term divisions, students can enter any school day and begin work immediately in any department. Those who cannot enter conveniently

REPORTS AND DISCIPLINE.

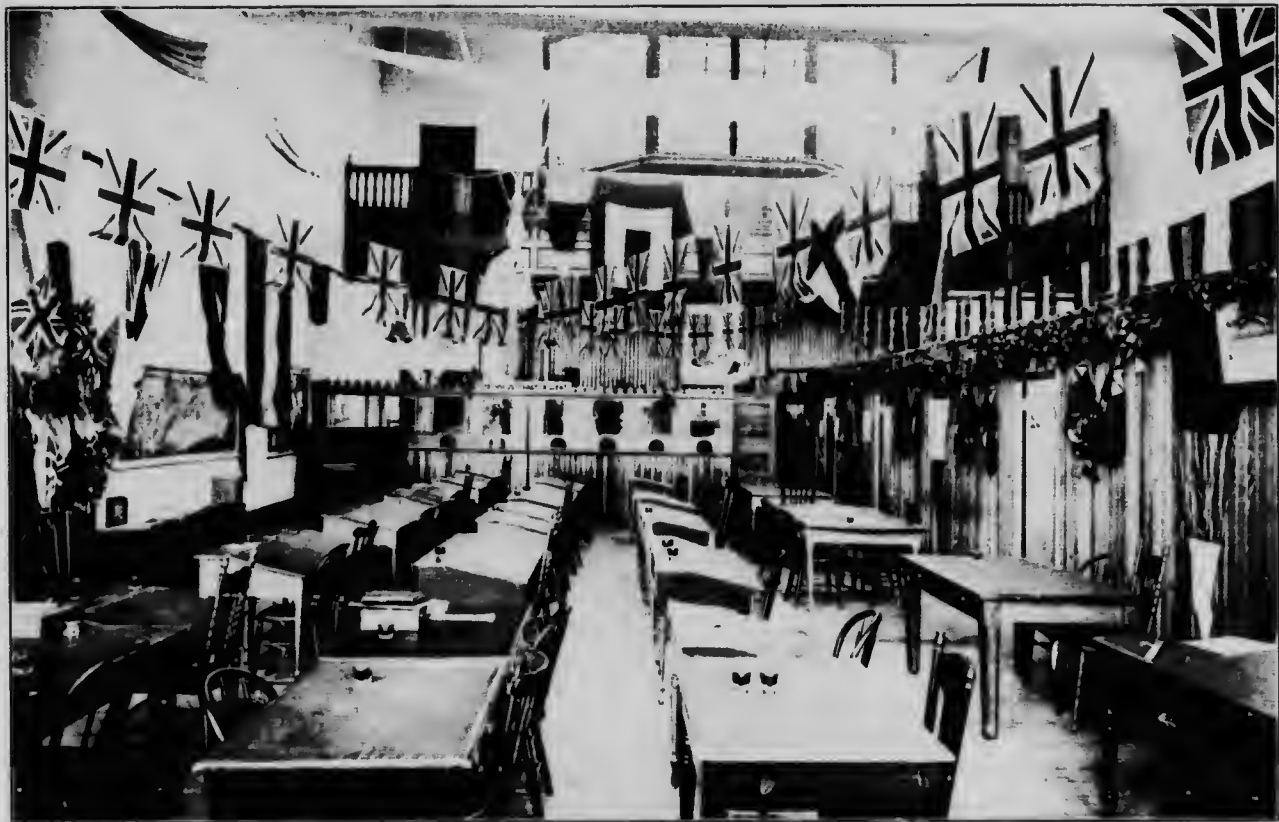
We desire to secure the co-operation and assistance of parents and guardians in the discipline of our students. Information as to their habits and disposition will be appreciated, and reports of the standing and deportment of any student will be sent to them at any time upon request. Often he does not make the progress he should because a certain study hour is not set aside each evening. The plodder often wins against his more brilliant classmate.

MONTHLY EXAMINATIONS.

During the last two days of each month we hold examinations for the whole school, constituting a review of the work over which they have gone. As soon as these examination papers are marked (and that is carefully done), a report is issued for each student on a special report card, and the same is mailed to their parents or guardian. By retaining these monthly report cards, those at home interested in the student's welfare can, by comparing the reports from month to month, follow the progress of the student. It often helps the backward student, and even the ambitious one, to see his people at home take a personal interest in his school work.

PUNCTUALITY NECESSARY.

Students when absent or tardy must, on their return to school, present to the Principal a statement in writing, giving reasons for such absence or tardiness. This statement is filed in the office, and may be mailed to the parents. Exceptions are rarely made to this rule. Students not complying with this regulation are liable to suspension. The knowledge that these excuses may be mailed to the parents has a tendency to lessen the necessity for these excuses.



COMMERCIAL ROOM AFTER AN ENTERTAINMENT

BOARD AND ROOMS.

The average cost of board and room is from \$3.50 to \$5.00 per week, depending largely upon the location and accommodation desired. Many of the ladies, however, could secure furnished rooms and board themselves, and thus greatly reduce their expenses. Students of limited means, when they so desire, can secure places where they may do light work for their board.

STUDENTS' MAIL.

Students from outside the city should have their mail directed in care of the Vancouver Business College, Ltd., Box 514. It is delivered to the students twice each day. Parcels of any description addressed to students will be delivered to them, or will be taken care of until they are called for.

WRITE TO US.

Those desiring further information regarding courses of study, methods, scholarships, board and room, etc., will please write to us, stating the department in which they are interested. We shall be glad to answer by personal letter any question in regard to the plan and scope of our work. Send us the names and addresses of your friends interested in a commercial education, and we shall be pleased to send them our catalogue and circulars relating to our school.

PREMIUMS.

To the students who graduate between the months of June, 1903, and July, 1904, are offered valuable premiums as mentioned below, and medals will be given yearly for proficiency in Shorthand, and special diplomas will be given to students who attain proficiency in rapid business penmanship. Medals for others subjects may be given later to induce our students to strive for excellence.

Commercial Department—To the student who graduates in the Commercial Course with the highest average percentage we will give a Free Scholarship for the Complete Shorthand-Typewriting Department, representing \$40.

Shorthand-Typewriting Department—To the student who graduates in this department with the highest average percentage we will give a Free Scholarship for the Complete Commercial Course, representing \$40.

The premium of the year, a \$130.00 Remington Typewriter.

To the student who graduates from the Standard or Combined Course with the highest average percentage we will give the choice of any Remington Typewriter on the market, representing at least \$130.00.

Will any of these premiums be yours? Do you want the Typewriter?

POSITION WITHIN TEN DAYS.

positions, even those that heretofore
declaration under Corporate Seal:

So great is the demand by business firms for competent and expert bookkeepers and stenographers, and so confident are we that the graduates of our Standard or Combined Course will have become so expert and practical as to command the very best and most responsible required experienced men and women, that we make the following

Declares: The Vancouver Business College, Limited,

THAT if, a student of the said College, is not placed into a position, being an office position, in some office in British Columbia, at a monthly salary of not less than THIRTY DOLLARS to commence with, within TEN DAYS after graduating from the STANDARD or COMBINED COURSE, having secured the Diplomas of the Business Educators' Association of Canada, then the said Vancouver Business College, Limited, shall engage the services of the said student, and shall pay a monthly salary, in cash, of not less than THIRTY DOLLARS until the said Student is placed in an office position. The taking of any position at any time by the student of own free will shall cancel any obligation on the part of the said Vancouver Business College, Limited, as herein stated.

IN WITNESS WHEREOF WE have hereunto set our hand and seal on the day of, in the year of our Lord Nineteen Hundred and.....

VANCOUVER BUSINESS COLLEGE, Limited.

SEAL

WITNESS

.....

..... President.
..... Secretary.
..... Stndent.

RATES OF TUITION

(PAYABLE IN ADVANCE).

Scholarship in Commercial Course (no matter how long it takes to complete it)	\$40 00	The Scholarships for Night School are the same as for the Day School, namely:
Scholarship in Shorthand - Typewriting Course (with use of a Typewriter at home)	40 00	Commercial or Shorthand - Typewriting Course
Scholarship in Standard or Combined Course, complete	55 00	Standard or Combined Course
Scholarship in Preparatory Course	20 00	And the Preparatory Course
Tuition in any subjects, by the month	10 00	Tuition by the Month—
No Tuition fees refunded unless in cases of sickness.		One month
SCHOOL HOURS Day Session, 9 a.m. to 4 p.m., Night Session 7 to 9:30.		Three months
		Six months

CANCELLED
 Ask for
 New Rate Sheet

A YEAR'S GROWTH

At the beginning of our school, which we opened on January 6, 1903, we had only four students in attendance; one year after we had sixty-five, including day and evening classes. We moved to larger quarters in our present location in the Old Library, when our old premises got too crowded.

That the work we have done in our classes has commended itself to our students in the past, the following brief quotations from some letters we have received from students will show: "It is safe to say that your method cannot be surpassed by any other used at the present time." "Perfectly satisfied with, and am sorry that circumstances prevented me from attending." "Your system of instruction seems to me to have been built up by men who thoroughly understood the principles of teaching and who kept those principles ever in view while building it." "Practical and thorough—every pupil receiving individual instruction, and I have much pleasure in recommending it to any one desirous of taking up Stenography and Book-keeping."

These are a few kind words we have received, and the original of these and many others can be seen at our office.

Our students have been able to get positions with some of the best firms in the city: W. H. Malkin & Co., Kelly, Douglas & Co., Wm. Tufts & Son, B. C. Electric Railway Company, Bird & Brydone-Jack (lawyers), C. P. R., McLennan & McFeely, Shalleross & Macaulay, and many other firms.

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PORTION OF TRANSPACIFIC DOCK, VANCOUVER, B. C.

Your attention is respectfully invited to
the practical importance and necessity of the instruc-
tion and training given in this Institution, as aids
to a successful and honorable business career.

Students of both sexes are received at
any time for regular course or special branches
For circulars or information, address

**Vancouver Business College, Limited,
P. O. Box 514,
Vancouver, B. C.**

