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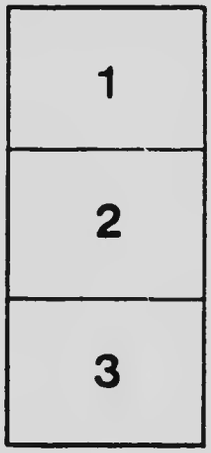


Canada's Greatest School of Business.

Mail Course Catalogue

D. McLachlan

M. McLachlan, principal of the McLachlan Business University, Grand Rapids, Mich., has had over 18 years experience in business college work, 9 years of which he has been engaged in building up the reputation of the excellent school of which he now so ably presides.

The Canada Business College, Chatham, Ont., and the McLachlan Business University, Grand Rapids, Mich., are both run by the firm of D. McLachlan & Co., the Canadian school for their Canadian patrons and the Grand Rapids school for their American patrons. The student registering at either one of these schools may be graduated at the other without extra charge, where it might be found in his interests, in the way of getting him placed in a good position, to do this.

You Therefore Have Your Choice of the Two Schools for the One Money Payment, and are guaranteed courses of instruction in Commercial and Shorthand work which are not equalled elsewhere in Canada, nor excelled in America for thoroughness.

The Right Kind of Preparation Assures You of the Right Kind of Position when graduated. Get the Best. It is Always The Cheapest.

We Aim at Thoroughness

Home Course Department

Canada Business College

Chatham, Ontario.

This department of our work is for the benefit of those who cannot leave home to attend school; also for those who purpose attending with us later on, and who wish to use their spare time in the interval in mastering as much of the work as possible before entering, and thus save considerable time and expense after coming.

We can give you instruction at your home in

Bookkeeping, Shorthand, or Penmanship.

Write for particulars to

C. McLachlan & Co.,

Chatham, Ontario.

The Course Department

CANADA BUSINESS COLLEGE

Hamilton, Ont.

Introductory Announcement

BELIEVING that the most convincing evidence of what any school is likely to do, is to be found in the results of what such school has accomplished along its particular line, we shall aim at giving results in this catalogue, rather than filling its pages with idle claims not supported by such evidence. In our estimation, the testimony of leading business men regarding the efficiency of our graduates and the practical nature of our courses of training, together with proofs of what our pupils have accomplished, are the best kinds of evidence.

We claim to be THE BEST, and to give courses of instruction very much superior to those offered by any of our Canadian contemporaries, and believe we are furnishing you with sufficient evidence in this catalogue to fully substantiate the claim. We trust you will give every page a careful perusal.

We know it is often difficult for those who have no knowledge of the standing of the different schools to decide as to WHICH IS THE BEST. All claim to be THE BEST, and this fact makes it bewildering to one who has no person of whom he can seek counsel in making his decision. We simply ask you to use your own judgment, carefully considering the matter which this catalogue contains. Our claims are honest, and our work speaks louder than many pages of idle boasting which are not backed up by results.

Examine the engravings which adorn many of the pages, and which are reproductions from specimens executed by pupils of this institution.

Hosts of our former pupils are ready to testify to the fact, [illegible] course of training, in penmanship alone has proved to be worth more to them than the [illegible] the full course of training, and yet our instruction in this subject is only [illegible] of the other branches taught in the institution.

For twenty-eight years our aim has been to [illegible] our contemporaries [illegible] challenge comparison with the work of any other business school on the American [illegible]. This claim may sound somewhat boastful, but it is not made in that spirit. [illegible] this [illegible] ses us better than to have those interested call at the College to examine for themselves the [illegible] results we are achieving.

The great measure of success that has attended our efforts in the [illegible] come to us in our Mail Course Departments. The same practical courses taught are so arranged in series of graded lessons and accompanied by typewritten [illegible] explaining what is required, that the Mail Course Student can make [illegible] progress. To meet individual needs, special letters answering questions [illegible] are dictated to our regular office stenographers. Our Mail Course Students are [illegible] the care and direction of expert and practical teachers, who are daily [illegible] the schoolroom in their own departments of teaching. These teachers are not theoretical [illegible] how to assist those taking their lines of work and the necessary assistance is [illegible]

We feel proud of the confidence which so many of the best business houses [illegible] daily to turn out competent stenographers and book-keepers, and the best evidence [illegible] dence is the fact that when they need fresh office help they apply to us for it.

Years Before we Established a Mail Course Department we were doing Mail Course Work.

◆

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

To Public School Teachers.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

THE COURSE DEPARTMENT

CANADA BUSINESS COLLEGE

CHATHAM, ONT.

Business DEPARTMENT

Book-keeping by Mail.

THE 21 years' experience to our credit in Business College work, combined with our 31 years' experience acquired in coming in contact with business men in a business way, has surely enabled us to acquire ideas and introduce methods giving our students the benefit of results which our contemporaries of less experience could not be expected to give, unless we have been recreant to our trust, and we hardly think that those who are familiar with the forward and progressive position which this institution has always taken will saddle us with this accusation.

When you take our course you profit by this experience. In this training by mail we can easily prepare the student so as to give him first class qualifications to fill any of the ordinary positions in a business office, or to take charge of the books of the smaller business houses. Should he complete our Mail Course, take our examinations successfully and afterwards decide to complete our full course in Chatham so as to be prepared for graduation, he would be eligible for starting at such a point in our regular course as his examinations had made him competent for, rather than to begin at the beginning again.

Our General Course in Book-keeping—Inductive Set.

The records are all made from business papers and memoranda that come to the student as he progresses with his work. Every entry made calls for exactly the same detail regarding business papers handled that a book keeper must comply with in carrying on his work. He receives and makes the entries in his books from incoming papers that have all the reality and variety of form and handwriting of the business office, and he must issue all outgoing papers required by the different transactions.

Our Advanced Courses in Book-keeping.

The next set, in our regular series is the Wholesale and Retail Set. This set illustrates the business of a Partnership. In this set a Branch Store is opened with the proper accounts kept in the books of the main store. Many new accounts not included in the Inductive Set are introduced. Special columns are used in nearly all the books of original entry. The latest improved method of keeping the Merchandise Account with separate "Mdse. Purchases" and "Mdse. Sales" is introduced. Extensive supplementary drills in Opening Partnership Books, Partnership Settlements, Adjustment of Interest between Partners, and in fact every phase of Partnership accounting and book keeping are given.

Jobbing and Commission Set.

This set presents an excellent drill in handling quantities of Mdse. received from other houses to be sold on their account. Special books and accounts are used, the whole presenting a up to date office drill in Advanced Book keeping. Extensive Supplementary Exercises in Joint Stock Book keeping are added.

Manufacturing Set.

Our Manufacturing Set meets the needs of many young men who engage their services with manufacturing concerns. A good drill, such as this set provides, enables the student to make rapid progress in office work. Special features, such as Department Accounts, Pay Rolls, etc., make this Department of our Advanced Courses very practical.

See Our Special Rates to Those Who Take the Advanced Courses.

The Course Department

CANADA BUSINESS COLLEGE

Chatham, Ont.

McLachlan's Business Practice.

Our New Method of Teaching Book-keeping.

THE NEW METHOD [illegible] system of teaching book-keeping by actual transactions [illegible] than theoretical work, arranged by the senior member of our firm [illegible] the result [illegible] growth of [illegible] years practical experience in college work, and careful study to formulate a plan whereby all the objections heretofore raised against business college graduates could be [illegible] overcome.

He [illegible] experience in business matters and practical training eminently fitted him for the task. He reasoned that a [illegible] trained man made a more practical book-keeper than the college trained student, there was but one reason for this, other things being equal, and that must be that the young man or woman who learned to do things by [illegible] rather than from books [illegible] the cause, took the whole difference. He then set to work to arrange a course using this [illegible]

[illegible]

[illegible] of the [illegible] and give you an [illegible] understand it you must visit us and see [illegible]

[illegible] New Method has [illegible] the [illegible] expected [illegible] with the [illegible] work [illegible] NEW METHOD [illegible] THE BUSINESS SCHOOL WHICH CONTINUES TO FOLLOW IN THE OLD RUT [illegible] this or some time [illegible] NEED OF EXTENSIVE PATRONAGE.

[illegible] connection with business [illegible] the [illegible] teaching the subject.

We are now [illegible] more practical book-keeper to the New Method [illegible] the old system. The student learns to do [illegible] work [illegible]

[illegible] our management [illegible] other side of the [illegible] design. The [illegible] consideration [illegible] and Fred [illegible]

Shorthand

DEPARTMENT

Shorthand by Mail.

In what we term our General Course in Shorthand, which covers the entire theory work, our plan is to carry the student through by separate lessons, having him send his work through the mail to us for checking, and at the end of a certain number of these lessons we give him what we call our First Grade Examination, on which, if he takes 80 or more he is allowed a pass. The lessons on second grade will now follow until second grade work is completed, when the Second Grade Examination will be given, and so on with the third grade and the Third Grade Examination, which completes what may be termed our Text-book course. The student is now ready for Dictation, and it is simply a question of getting some of your friends to read to you while you write the notes in Shorthand, and in this way continue your practice until you gain speed sufficient to enable you to fill a position. But where the student's means will allow of it, we would then recommend him to come to Chatham after he completes the Text-book Course for the final work and finishing touches, which are so necessary in the case of the finished Stenographer or Book-keeper. If the student cannot do this, there is certainly no good reason why he should not get the speed by the plan suggested at his home, and if he should decide to do so, we shall be pleased to map out a plan for him, by which he could follow up speed practice according to the most approved and up-to-date methods, and without any further cost.

Advanced Shorthand Course.

If the student would prefer to continue his work with us rather than follow up his speed practice alone, he could do so through the medium of our Advanced Course, the terms for which appear on page 19.

There is no question in our minds as to what we are capable of doing with the earnest student in any of these subjects.

We do not undertake to teach everything, but what we undertake to do, we will stake our reputation on the results, where we have the hearty co-operation of our pupil in the work.

High Standard for Graduation

Our graduation standard in Shorthand is placed at 125 words per minute for Grade B and 175 words per minute for Grade A diploma, while the majority of business schools graduate at 60 to 100. Our standard is, therefore, higher than that of any other school in the Dominion. To some this is an objection but when they make a comparison of the remuneration which our pupils command with that which the graduates of other schools receive where they graduate at 80, 90 or 100 words per minute, they see, very often when it is too late, that it would have paid them very much better to have taken a course with us. *Anything that is worth doing is worth doing well.*

This is a view of one of our offices, and shows the kind of training which our students are daily receiving. They are therefore experienced office hands when they are graduated.

We believe we hold the world's school speed record in Typewriting.

[illegible]

Is our record not the world's school speed record in Shorthand?

We [illegible] the school speed record of the continent [illegible] the world's record.

240 Words per Minute

[illegible] This was made by [illegible] White Pigeon, Huron County, Ont., in June [illegible] which has never been approached [illegible] other Shorthand school on the continent.

THE COURSE DEPARTMENT

CANADA BUSINESS COLLEGE

CHATHAM, ONT.

It Pays to Get the Best.

Why it Would Pay You to Register With Us.

1. Because our courses of instruction stand unrivalled.

2. Because your services would be in demand when you were graduated.

3. Because the members of our staff are thoroughly competent instructors.

4. Because our pupils are commanding higher salaries, and are in greater demand than those of any other business school in Canada.

5.—Because the student's training is such a pleasant and profitable period of his life that he never afterward has reason to look back to it with pleasing reminiscences.

6. We believe we have placed more of our pupils as teachers in other business colleges than all other schools of the kind in Canada combined.

7. We believe we have placed more of our pupils in the very front rank of American [illegible] than any other business school on the continent, or than all other business schools in Canada combined. Specimens of their work adorn the different pages of this book, and [illegible] on this claim.

8. The graduates of this institution are not to be found among the thousands of incompetents who are seeking employment in vain in the cities of the United States and Canada, but are holding many of the best positions in the gift of the business public.

9. Our graduates leave us as practical office hands, not as mere theorists who must spend weeks or perhaps months in an office after leaving college before they can be considered competent office help. Those who require this experience after leaving school are not wanted in offices. Hence the army of people looking for employment in lines which they are not capable of filling. These are the graduates of schools where the tuition is cheap, instruction poor, and the standard of graduation low. Business men want office hands who are prepared to do their work from the day they enter the office, without any coaching. Their time is too valuable to spend any portion of it training you; they leave that for the competent school to do.

10. Our Tuition Rates.—Our tuition rates, which are given on page [illegible], may be found higher than those of some other Canadian schools of a similar kind, but we believe are much lower than those of any other business school on the continent offering anything like equal advantages.

11. This institution now stands in the very front rank among the leading correspondence schools of the American continent, and, this fact being considered, our rates are very low.

We would like every prospective student to carefully investigate the merits of the different schools and the truth of the above statements. If these statements be false, our school would be unworthy of your patronage; if they be true, you could not, in justice to yourself, take your training elsewhere.

A M C Student
of Emporia, Kan

GEO C CHAMBERS
Elmira, N Y

A M C Student
of Warwick, West Berg

A M C Student
of Boston, Mass

Where Some of Our Mail Course Students are Located.

FROM British Columbia, Alberta and Idaho on the west to Newfoundland and the Maritime Provinces on the east from Saskatchewan on the north to the Bermuda Islands on the south we have students registered in our Mail Course Departments. We present on this page a group of bright, energetic and ambitious young men and women. Many of them have almost completed courses they have arranged for others have finished and all express themselves as more than pleased with the practical and useful training received. The utility of these courses has been clearly demonstrated. There is nothing experimental in our Mail Course curriculum. You will find it to be a general rule that when a student enters upon any of our courses, his taste for the work increases and he is so pleased that he determines to push on until the advanced work is mastered. The investment is a safe one to make as the results are life lasting.

Read carefully the evidence of these students here submitted. The original letters are genuine and with many others are on file in this office for the inspection of those who may wish to see them.

Dear Sir: I wish to express my thanks for the benefit I have received in your Mail Course in Book keeping. My recommend to others. I found your course to be interesting, practical and satisfactory.

Yours truly, Miss

Dear Sirs: Having taken the junior portion of the Commercial Course in Mail, I can recommend it to anyone intending to receive a commercial education.

I found the best of successes of the Book keeping, and I feel saving myself a great deal of time in my office work, giving me a good right on the work. When I entered College I was prepared to go right on.

Yours respectfully,

Gentlemen: I am very well satisfied with my course in Book keeping. I have gone into it quite fully, and I find it very instructive. I advise any young men or women who cannot possibly attend college to take a course by Mail from your institution.

Sincerely Yours, Miss

Gentlemen: I unhesitatingly recommend your Mail Course as an efficient way in which to obtain a work of knowledge of Book keeping and Shorthand. Your mode of instruction is so clear that it is impossible to make a mistake, if instructions are followed. I have found the courses of great practical benefit to me.

Very truly yours,

Teacher

Dear Sir: Allow me to express my thanks for the Book keeping course received in your Mail Course department. I find it very practical and useful.

Yours truly, Miss

Gentlemen: I cannot better employ his evenings and I spend them by taking a Mail course with you. The work is most practical. As a Mail Business College the thorough the steps are natural and explanations very clear and clearly given.

Yours truly

Dear Sirs: As one of your Mail Course students I have taken great pleasure during the past few months, in working the Book keeping course. I have found the course thoroughly practical, a splendid drill in Book keeping as well as in handling business papers. I hope to visit the course of your school in Chicago in the near future.

Yours truly, Miss

Gentlemen: While teaching in a public school in Bruce Co., Ont., I took the junior part of your Book keeping by Mail, and I believe this part of the work can be accomplished by mail almost as well as in a grading. Very while it does take more time and more. I can highly recommend your college as I have found your staff of teachers to be very efficient and ready to help in any way possible.

Yours truly,

C. T. CAUSGROVE

Z. A. COLTON

G. T. BEWLEY

S. H. SUTER

T. GARDINER

T. TULLY

T. ROUSE

Former Mail Course Students Now at Work.

Do you know of any other Mail Course School that presents you with such evidence of w.... they have done for the many Canadian students they say they have? We believe they have the number they claim to have, but what have they to show for it in the way of RESULTS? We have never seen photos of their Canadian pupils placed in high grade, or any kind of positions. The reason is obvious. They do not possess the facilities for imparting anything but a book worm education, if you can call such attempts at teaching an education. They have no institution where the final, individual completeness and finish can be given, provided the student wishes to push further on and train for high class work. We believe that our courses, as studied at home under our personal guidance, qualify every persevering student to improve greatly on his present position, while at the same time we assert that if such a student will endeavor to attend our school here for his final training that the result will be satisfactory beyond expectation. The success of these young people is positive proof of what we say.

One of the largest correspondence schools on the continent claims to have 500 students in our locality, a large percentage of them commercial students. We presume the claim is correct, but we do not know of a single student who has taken commercial training with them, who has been placed in a business position or is capable of holding one.

We do not claim to teach a host of subjects, but do teach the Commercial Subjects such as Bookkeeping, Shorthand and Penmanship in such a manner as cannot but produce the most satisfactory results.

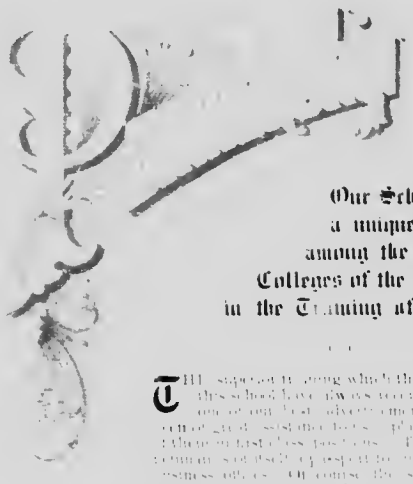
Twenty-eight years without change of management is our record, it is not one of the here-to-day-and-away-tomorrow class.

In the 10 months ending June 30, 1900, 236 were placed
In the 12 months ending June 30, 1901, 304 were placed
In the 12 months ending June 30, 1902, 360 were placed
In the 12 months ending June 1, 1903, 346 were placed
In the 12 months ending June 1, 1904, 375 were placed

The salaries of those placed last year averaged $[illegible] per annum; some of them commanding over $[illegible]. Many former students are now earning from $25.00 to $[illegible] per annum.

No other business school in Canada gets such results. Notice how the number of students placed have increased each year.

When you are graduated from an institution with an established standing, such as this institution has, your services are in demand by the business public. YOU GET THE PREPARATION AND YOU GET THE POSITION WHEN YOU ARE READY.



Our School holds a unique position among the Business Colleges of the Continent in the Training of Penmen.

THE [illegible] among which the students of this school have [illegible] of [illegible] advertisements, and has [illegible] good assistance [illegible] placing so many [illegible] in first class positions. [illegible] good penman [illegible] respect to any of the best business offices. Of course the student must [illegible] something back of his penmanship [illegible] good penmanship [illegible] such [illegible] which we [illegible]

[illegible] Wash. [illegible] Bus. Coll., Seattle, Wash. [illegible] Bus. Coll., Albany, N. Y. [illegible] Bus. Coll., Cedar Rapids, Ia. [illegible] Bus. Coll., Fort Wayne, Ind. [illegible] Bus. Coll., Bay City, Mich. [illegible] Wash. [illegible] Bus. Coll., Stratford, Ont. [illegible] Bus. Coll., Hamilton, Ont. [illegible] Bus. Coll., London, Ont. [illegible] Bus. Coll., Detroit, Mich. [illegible] Wash. [illegible] Bus. Coll., Portsmouth, N. H. [illegible] Co., Woodstock, Ont. [illegible] Detroit, Mich. [illegible] Winnipeg, Man. [illegible] Business College, Columbus, Ohio.

These, with many others which space will not permit to mention, go to show that we meet with exceptional success in preparing young men for filling excellent positions in this line.

We have had more demands made upon us than we could supply during the past year for graduates who excel in Penmanship.

We have turned out more first class penmen, and have done more to interest the public in this most useful branch of education than all other Canadian Business Colleges combined. The reputation which we have gained in this connection is almost world wide. Many of our pupils to-day stand in the front rank of America's best penmen.

This subject is included in the branches taught in our regular courses and no extra charge made for it.

The demand made upon us now for penmen by other business colleges far exceeds the supply, that it is a matter of surprise to us that a generous number of public school teachers who excel with the pen do not avail themselves of filling positions as specialists in this line. The salaries paid to expert penmen who are capable of teaching business subjects and should, of course, [illegible] and private [illegible] are [illegible] in some of the best schools [illegible]

F. M. HUANG

E. STAPELS

DAVID HUME

GEO. THOMSON

H. C. HEATH

DAVID ELLISON

Here are a few of the Penmen of America whom we have trained.

A. H. ROSS

Mr. La Salle is a member of our staff. The man who trained

A. T. GALBRAITH

W. H. LEWIS

EDWARD WELLS

Asst. Penman and Fin. Coml. Master in this institution

A. D. SKEGGS

Commercial Teacher and Penman Temple College Philadelphia Pa

C. C. MARING

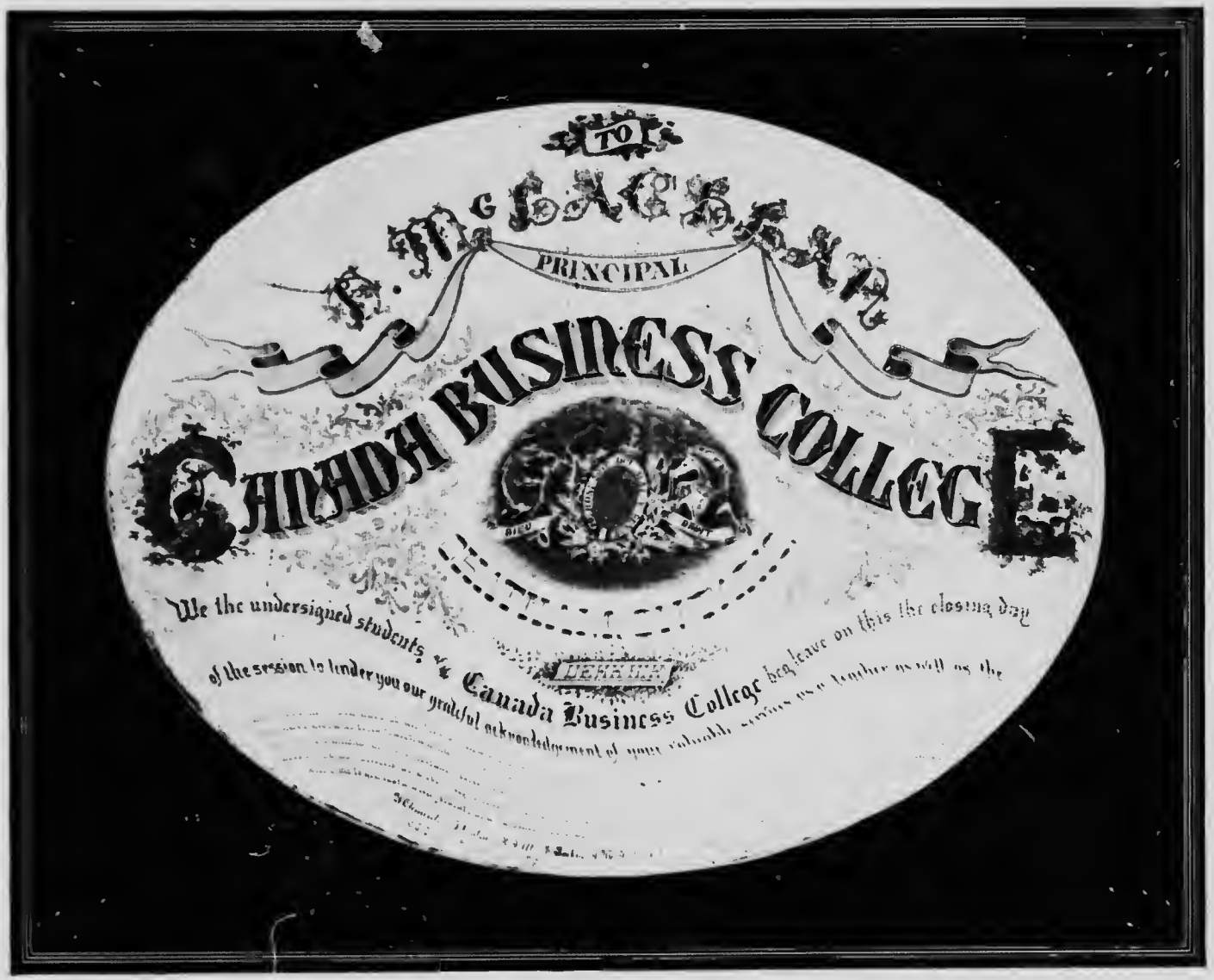
Pen Artist of Maring & Ladd Engravers Seattle Wash

A. T. BOKER

Coml Teacher and Penman Metropolitan Bus. Coll Detroit Mich

W. J. GRAY

Formerly of Wright Co. Coml now Commercial Teacher and Penman Duluth Business University Duluth Minn



This original diploma was presented by C. C. Martin to Miss Martin. Miss Martin became Mrs. Martin and moved to Seattle, Washington. Her son, the donor, is a lawyer in Seattle.

Mail Course Department

CANADA BUSINESS COLLEGE

Chatham, Ont.

Questions Such as are Here Given

are very frequently asked us and will likely prove interesting to the prospective Mail Course student. We have also supplied the answers.

QUESTION—Can thorough courses of instruction be given by mail in Book keeping, Shorthand and Penmanship?

Answer—Most assuredly they can. We will stake our reputation on the results, where the student of even ordinary ability takes any of our courses, applies himself diligently to the work and does his part honestly and perseveringly.

Ques.—Can as thorough courses of instruction be given by mail as could be given to the student were he in regular attendance?

Ans.—With the ordinary student who might be lacking in perseverance, we could not undertake to give such a one as thorough training by mail as we could give to him were he under our daily supervision in this institution. WE WOULD NOT BE DEALING HONESTLY WITH HIM WERE WE TO SAY WE COULD. Not because our courses by mail are lacking in the slightest, as we believe there is nothing superior to them on the Continent, and perhaps nothing equal to them, but simply because it would be unreasonable to expect that any course of instruction given at long range, can be as effective as that given to the student who is in continued personal contact with the different members of our staff and has an opportunity of doing business with his fellow students in this institution as well as those of our Grand Rapids School. We are engaged in the Mail Course work to stay in it, and are determined to win the confidence of the business and general public through the merits of our work alone.

We believe that as soon as the merits of our Mail Course become better known, we will have thousands of students where we now have hundreds, and five years hence this institution will hold first place among the Correspondence Schools of this Continent.

Our reputation as business instructors covers a period of thirty two years, and the student who gets his instruction by mail, or whose circumstances will allow him to come to Chatham, may rest assured that he is getting the best that Canada can give, and we believe no other Correspondence or Business School on the Continent can offer any better. We have every confidence in our ability to fully support these statements, and can furnish most convincing facts to uphold them.

Ques.—Does a person require to have a good education before he can take up either Book keeping or Shorthand by mail?

Ans.—The student who can speak or write good English, and can spell well, is well qualified to commence the study of Shorthand. Add to these the knowledge of Arithmetic up to, and including Interest and Discount, and such student would be well prepared to commence the study of Book keeping.

In the case of Penmanship, no special previous preparation is necessary.

Ques.—How long does it take the average student to complete the General Course in Book keeping or Shorthand?

Ans.—Much depends upon the student's educational qualifications when he enters upon the work, the time he may devote to it daily, and his ability and aptness in taking it up. The usual time is from three to six months where the student spends from 1 to 1½ hours at it daily.

Ques.—How much would be saved by the student who might take up the General Course in Book keeping or Shorthand at his home and then go to Chatham to complete the course? How much would such student save as compared with the one who might go to Chatham to cover the same work there?

Ans.—The saving would range from $20 to $40, after allowing for the cost of the work by mail. To the student who would be able to complete the portion of the General Course represented by the Mail Course, in two months' time if in attendance, to such student it would mean a saving of $30 had he mastered the work in spare moments at his home before coming. The saving is made where the parties are earning good money in some other employment and simply use their spare moments in this way.

If the student has no other employment whereby he is earning good money, it would not pay him to wait for the slower process of taking the course by mail; as the student in attendance will cover the ground easily in one third of the time that the same student could cover such work by mail. That being the case it would pay him much better to get through the course or courses as quickly as possible and get into a position worth $40 or $50 per month where he would soon earn back the cost of his entire expenses, and the time that would be saved by this plan would enable him to take a position, earn his entire expenses perhaps two or three times over, before the Mail Course student could get ready to accept one.

Here is Our Plan

WHEN the student reaches a certain point in his Shorthand work and is capable of taking dictation even at a slow rate, we give him training in taking business letters from dictation, which pass between the different Wholesale Concerns with whom the students in the Actual Business Department are dealing and the students themselves. This work comes to them in the shape of letters soliciting orders, billing, sending orders for goods, and letters accompanying orders filled, also the writing up of legal forms, such as Articles of Co-partnership, Leases, Deeds, Mortgages, Assignments of Mortgages, Discharges of Mortgage, Power of Attorney, and many other forms too numerous to mention, which occur in the "Learning to do by doing" department of our business school. That is, the Practical Department of our business school furnishes practical experience for our Shorthand students, and forms a part of every Shorthand student's training, while he is acquiring the necessary speed to make his services valuable in a business office. This training being along practical lines and being gained largely through the writing of letters to be used in a business way, it will be readily understood that such training must be of much more benefit to the the student when he enters the business world later on, than training in the writing of letters only that have no business importance attached to them.

This page is particularly addressed to those Mail Course Students whose circumstances will allow them to come to Chatham for final training and graduation.

The accompanying [illegible] illustrates some of the methods in use in the Advanced department of our Business and Shorthand Courses, and will [illegible] in lieu of the advantages to be derived from taking final training [illegible] at Chatham, under our direct supervision. Coming to Chatham gives such opportunity of becoming better acquainted with the student and gives us in a position to speak more definitely regarding his individual [illegible] very important point in recommending a student for a business position.

Many of those who have taken Mail Course work at their homes and who were deeply impressed with the importance of being thoroughly masters of their work in every detail, took advantage of final training while [illegible] during the past year.

The training at Chatham can be accomplished much more rapidly than the work at home, and it goes without saying that the student who [illegible] can do much more in three months [illegible] than he can when completing the same work at home.

Take for instance, the office work in connection with our Banking, Wholesale and Agency Offices. This work could not possibly be given through the medium of any correspondence course. Again take the final training given to our shorthand pupils in our own private office. It would be impossible to give any Mail Course Student work which would take the place of this special training under our direct supervision.

Our Mail Course Department is particularly suited to those who are engaged in some other way and wish to profit by their spare moments in preparing for office work.

It is also particularly well suited to those who are anxious to take the course later on at Chatham and who are desirous of getting the course as cheaply as possible, as there is a saving of anywhere from $25 to $50 in finishing the work of either department by mail before coming.

It is further particularly suited to those who are located in out of the way places whose circumstances will not allow them to attend at Chatham and yet whose ambition prompts them to prepare themselves for something better than their present surroundings office.

Final Test

FOR OUR [illegible] with [illegible] drilling some students using [illegible] on their work the required degree of proficiency before taking the examination, we [illegible] a period of [illegible] in business office and giving them two weeks at our correspondence, which is very helpful. In this completed our course and stands this test, we then give him an examination in all of the different subjects, and his work is up to the required standard he is then graduated. By allowing the course and knowing what each pupil is capable of doing, when put to the practical test there is little danger of incompetence slipping through our hands with our diploma.

With such a comprehensive training in the line of training and such an amount of correspondence used in a business way together with the burn-drilling [illegible] in the Principal's office taking our regular dictation, we are not fully justified in claiming that our graduates are experienced stenographers when they leave us? Most assuredly we are, and the business houses that have tested them are ready to heartily support our contention.

BEAR IN MIND that in getting your training from this institution either through the medium of our Mail Course Department or through attending at Chatham, you are getting the best that Canada can give you, and this condiment can offer no better.

[illegible]

The Course Department

CANADA BUSINESS COLLEGE

Chatham, Ont.

To Those who are Poorly Educated.

IS YOUR EDUCATION DEFICIENT? Have you not desired to improve it? Is your ignorance the result of wasted opportunities, or were such opportunities never within your reach?

Does your ambition not lead you to something beyond the common drudgery of every day life?

Are your means so limited as to make it appear an utter impossibility ever to reach anything higher than the position you now hold?

Could you not by exercising a little economy save from $10 to $25 from your earnings which would be a sufficient sum to put you through any of our General Mail Courses in Bookkeeping, Shorthand or Penmanship. You would then be in a better position to take care of your own efforts and improve on your present earning power. Our course of training is particularly suited to those whose education is deficient, and who may wish to make amends for early neglect or lack of opportunities.

In our Mail Courses every student works on his own responsibility.

We offer every facility to those who are anxious to improve themselves, and shall always do all in our power to make their efforts a source of life long benefit to them, and time and money pleasantly and profitably invested.

To Parents

Parents give your sons and daughters a chance. A business education will be worth more to them than a legacy, as the latter may take wings through mismanagement, misplaced confidence in some trusted friend or solicitor, or perhaps the devouring elements. It is a bank account that acts marvelously, the larger the demands you make upon it, the greater will be the balance to your credit. The drafts made give the drawer experience, and the greater your experience, the more highly will your services be valued.

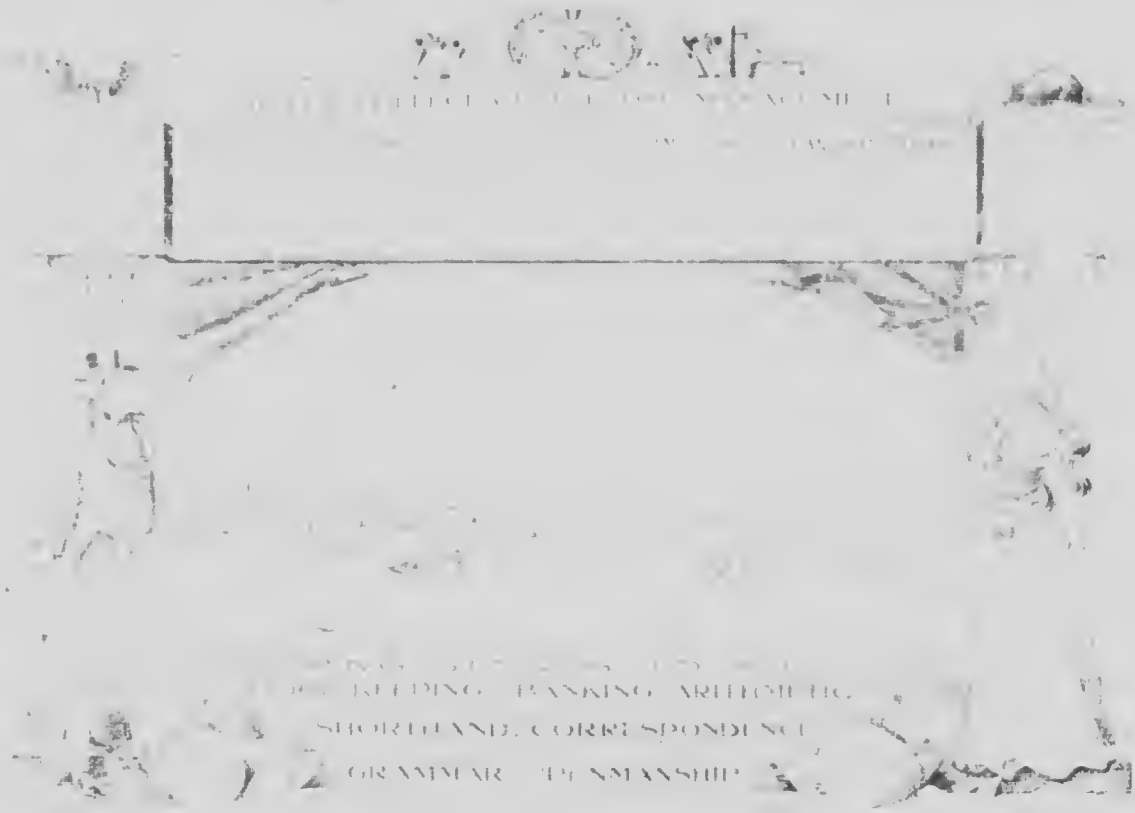
Parents should provide this enduring legacy for their sons and daughters. You can make no better investment for them, none that will be a source of greater satisfaction, pleasure and profit to them. No period of depression can affect the value of it. No adverse circumstances can deprive them of it. It will remain with them as long as strength and reason are left. Even should financial difficulties overtake the possessor, it is one of the assets that is beyond the reach of creditors, and is a standing capital with which the holder can commence again in an honorable way, in a good position, and *not at the bottom of the ladder.*

One Hundred Young Ladies Employed in Business Offices now, where One was Employed Twenty Years ago.

Each succeeding year finds us with a larger registration of young ladies. In certain lines of office work they are preferred, rather than young men, by many business houses, and the wages they command are highly satisfactory.

Many young ladies receive from fifteen to twenty dollars per week as bookkeepers and stenographers in leading business houses in the larger cities, while a few receive as high as thirty dollars per week.

We know of no line of employment where, with so small an outlay of time and money, a young lady can so quickly qualify for commanding a good position as in the line of commercial work.



A Choice of Two Schools.

[illegible] school [illegible] complete course [illegible] we can give our [illegible] the choice of [illegible] other in this [illegible] of The McLachlan Business College, Grand Rapids, Mich. In the event [illegible] complete course in either [illegible] showing [illegible] good reason for completing [illegible] at the other, such privilege [illegible] granted without [illegible] charge.

[illegible]

By [illegible] school [illegible] better [illegible] complete [illegible] with his [illegible] students will [illegible] much more [illegible] to express [illegible] like [illegible] the [illegible] better to [illegible] same subject [illegible] per month.

The correspondence which [illegible] with the [illegible] between the [illegible] of the two institutions [illegible] the [illegible] of orders and consignments, the ordering of goods from others and the receiving and [illegible] for these, the settlement of claims and adjustment of differences in settlements. All of these give the student a practical training in business matters and correspondence, the [illegible] of which would be hard to equate, and all of which form a part of THE McLACHLAN BUSINESS PRACTICE.

Intercommunication Work

BETWEEN [illegible] THE [illegible] THE [illegible] PLATTSBURG [illegible] BRANCH.

Our intercommunication work is one of the strongest features in connection with the affiliation of the two schools. It gives an excellent opportunity of introducing Customs Entries, Exchange, etc., and showing how far the laws of the two countries vary, especially in the settlement of differences between the pupils of the two institutions. These and many other intensely practical questions [illegible] of daily occurrence in the two institutions, and the student [illegible] Business was gets a knowledge of and familiarity with the [illegible] book knowledge or theory work could never give him.

The volume of business which passes [illegible] between [illegible] two institutions would be a surprise to those who are not familiar with it. The students engaged in it must therefore get a thoroughly practical knowledge of Drafting, Exchange, Customs Papers, Duties, Shipping, Commission, Correspondence, and all other points which would arise in the actual work. The only difference between our work and that of the outside business world, is that no real money value passes between the parties. In every other respect it is real and the results are as carefully looked after.

It Pays to Attend the Best.

Mail Course Department

Canada Business College

Chatham, Ontario.

Book-keeping

GENERAL COURSE which fits the student for taking charge of the books of any ordinary business house or to act as assistant in a large Wholesale House or Manufacturing Establishment

This course $
Complete set Blank Books and Text Books for same

HOW THE FEES ARE PAYABLE

The fees may be paid on the three payment plan or all cash in advance there being a discount allowed to the student accepting the cash terms

TO THE STUDENT TAKING BOOK KEEPING alone and wishing to pay on the three payment plan the terms would be as follows $ to cover the first payment on tuition which is $ and books $ At the payment of $ would be due when one third of the course is completed and the third and last payment of $ when two thirds of the work is finished

IF THE STUDENT WISHES TO ACCEPT THE CASH TERMS a single cash payment of $ covers the entire cost including books

Advanced or Expert Book-keeping

After finishing our General course there is nothing to hinder the progressive student from qualifying as an expert by taking the following sets

WHOLESALE SET In addition to use of Cash Book Bill Book Invoice and Sales Books is provided books and having several partners

This course in advance $
Complete set Blank Books and Forms in advance

COMMISSION SET For shipping and Consigning Business in advance
Complete set Blank Books and Forms in advance

MANUFACTURING SET for use of Factory Mill and Department Book keeping This course in advance $
Complete set Blank Books and Forms

To those who desire to register at one time for the GENERAL and ADVANCED Courses in Book keeping the cost in advance
or a saving of $ over separate registration

Complete set Blank Books and Forms and Text in advance $
a saving of $ over separate registration and a total saving of $ for the Complete Course by cash payment

Shorthand General Course

Graham System The choice of a great many American Court and Congressional reporters full set lessons in advance

Isaac Pitman System The standard English system, and the one used in contract to High Schools and Collegiate Institutes

Text book The Manual
The Reporter
The cost of instruction in either of these systems

TO THE STUDENT TAKING SHORTHAND ALONE the terms would be the same as for book keeping except the first payment which would be $ instead of $ as the cost of the Shorthand lessons is only $ The second and third payments would be $ each when one third and two thirds of the work are completed

Students wishing to register for shorthand on the cash basis could send a single cash payment of $

Expert or Advanced Shorthand

Complete and thorough instruction in Reporting work $
Payable in three payments of $ each, or all in advance

The complete GENERAL and ADVANCED Courses if arranged and paid for in advance

Penmanship

A GENERAL COURSE IN PENMANSHIP consisting of Movements and Drills in Rapid Muscular Exercises a complete course in itself

The cost of full instruction examination and criticism of all lessons is which may be paid in three payments of $ and $ or a single cash payment of $

If taken on the installment plan the first payment of $ is made when the student registers the second payment of $ when one third of the work is completed and the last payment of $ when two thirds of the ground is covered There is no expense for books in this course

Ques Is there any saving where two or more courses are taken at the same time
Ans If two or three courses are arranged for at the same time a discount of will be allowed off the gross cost and a further discount

If two or three courses be taken consecutively a discount of will be allowed off the cost of each subsequent course and a further discount for cash

TO THE STUDENT TAKING BOTH THE BOOK KEEPING AND SHORTHAND COURSES at the same time the cost would be $ for tuition and $ for books a total of $ payable as follows if taken on the three payment plan The first payment would cover one third the cost of tuition which would be $ with the cost of books for both courses $ a total of $ to be paid at time of registration

The second payment of $ would be due when one third of the work is completed and the third and last payment of $ when two thirds of the work is completed

A single cash payment of $ would cover the cost of both of these courses including the books

PENMANSHIP AND SHORTHAND COMBINED would cost $ for tuition and $ for Shorthand Lessons a total of $ If taken on the three-payment plan the terms would be

1st payment $ when the student registers which would include the cost of Lessons
2nd payment $ when one third of the work of the double courses is completed.
3rd and last payment $ when two thirds of the work of the combined courses is completed

CASH PLAN A single cash payment of $ would cover the cost of both courses including the set of Lessons

PENMANSHIP AND BOOK KEEPING COMBINED would cost $ for tuition and $ for books a total of $ If taken on the three payment plan the terms would be 1st payment of $ when the student registers which would include the cost of books

2nd and 3rd payments would be the same amount each and payable under same conditions as in Penmanship and Shorthand combined

CASH PLAN A single cash payment of $ would cover the cost of both courses including the books

BOOK KEEPING PENMANSHIP AND SHORTHAND COMBINED If these three subjects are arranged for at one time the cost would be for tuition $ with the books costing $ extra, a total of $ in all

This may be paid in three payments of $ each with an additional $ to accompany the first payment to cover the cost of the books or a total of $ to be paid when the student registers The second payment of $ to be made when one third of the work is completed and the third and last payment of $ when two thirds of the work is completed

IF THE STUDENT PREFERS TO PAY CASH a single cash payment of $ would cover the cost of the three courses and the books

A very liberal rebate of of tuition which the Mail Course student has paid is allowed those who may take our Mail Course and who may afterwards decide to attend at Chatham for further preparation and finish students we also allow railway fare up to $ which is the in Preparation allowance

Again should a student accept a certain number of lessons and not be able to complete the work of such course or courses before he is ready to commence at Chatham he would be allowed the full amount of the unused tuition at the same rate as he was charged for it when he commenced of the portion of the work which he has completed

You will see by this that we are willing to deal fairly with all of those who take up this work

The Canadian Business College

Chatham, Ont.

It pays to go to the best.

Mail Course Department

Canada Business College

Chatham, Ontario.

Our Department is under the charge of a most able and competent corps of instructors. Our own reputation must be attained to a good job. Business. The needs of business should be our plan and aim. We will a uniform equivalent and fair course of instruction. We a wide reputation for giving a thorough instruction in this department, and for results fully to the a accepted standard of the practical Business Correspondence. In this Department students are advanced and assisted in every way and every means develop the mental powers most strongly. Students are allowed to use the most methods in the business world figures with the science of Arithmetic. The subjects to which we give more specially, be, after practice in the shorthand of ability a satisfactory, etc. etc. Penmanship Correspondence Debate Letter Journal Paper Filing

Course includes a thorough and improved and Single Entry methods of keeping accounts. The distinctive feature is another system as a special book, as the Cash Book, Receipt Book, Note Book and Cash Book as book of original entry and posting, a transfer as post of posted. In conducting Journal and Ledger are arranged in such a manner as to make each an essential help to the other. In the Actual Business Department the students occupies in turn every position necessary to the performance of business from Shipping clerk to Cashier. Now a Firm keeps an Accountant, a Salesman and Office Boy and in turn a Assistant Book Keeper, Cashier, Banker, Manager, etc. in actual pursuit of the business attached each position.

Address. [illegible]

CHATHAM, ONT.