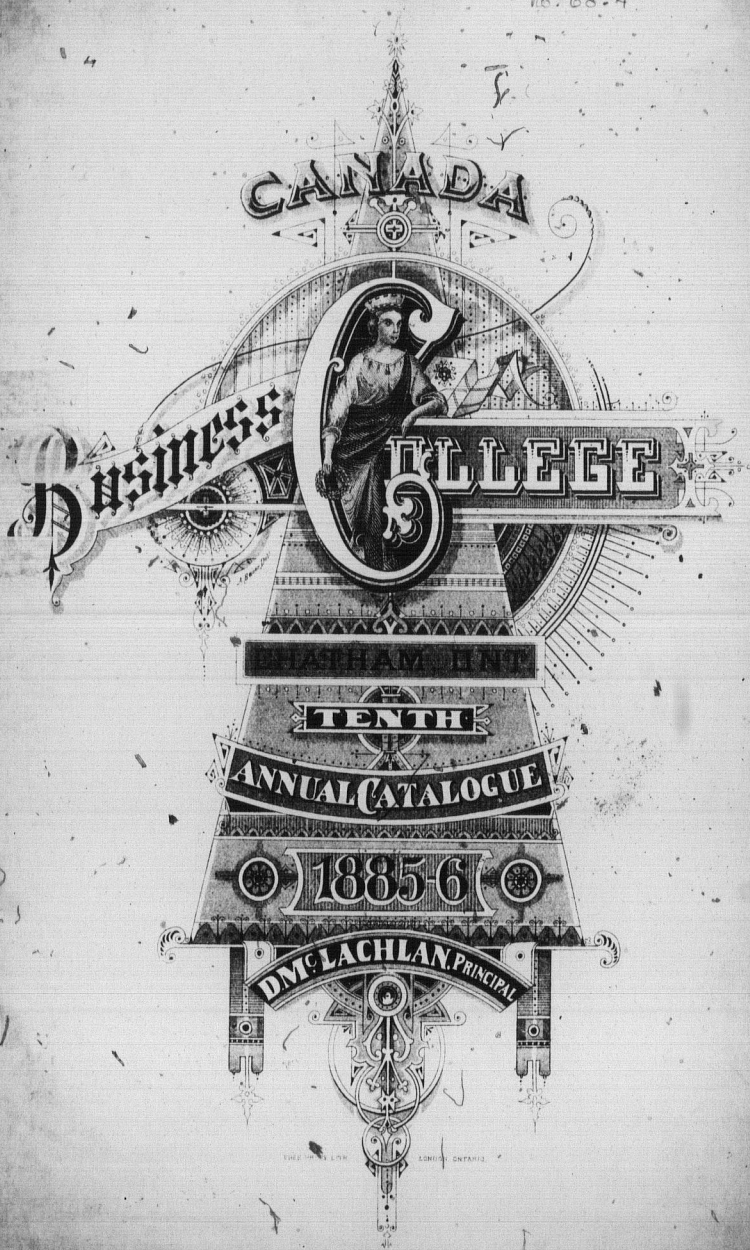
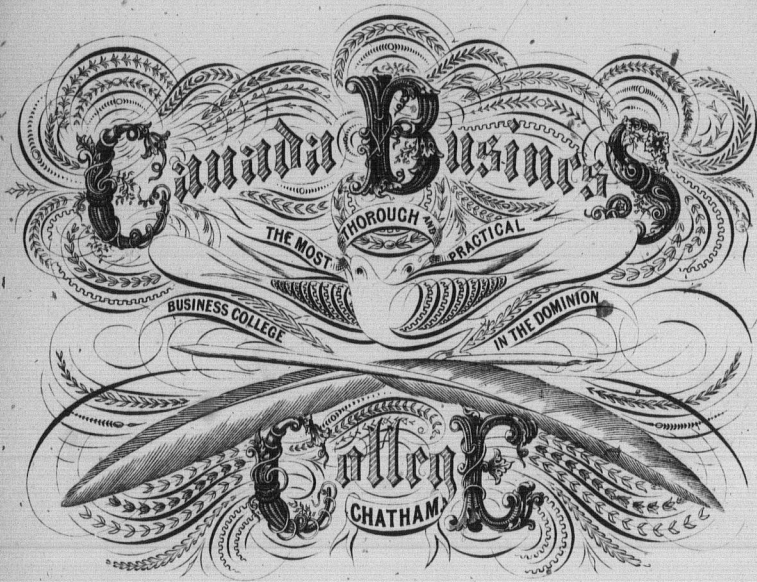


Pamphlet  
1892  
no. 68-4





A course of instruction purely practical, a live management and earnest efforts have secured the confidence of business and influential men and gained for the College its present high prestige.

Visit all other **Business Colleges** in the Dominion then visit us and if we fail to produce a better staff of teachers a better course of instruction and suite of rooms than any you have visited we will give you a course of instruction free of charge. Good boards \$2 per week. Special rates to students from a distance.

Send for a Catalogue to Original of this executed by Chatham.

*W. Jackson*

Prin.

ANNUAL CATALOGUE

OF THE

CANADA BUSINESS COLLEGE,

CHATHAM, ONT.

ESTABLISHED IN 1878.

O. MELACHLAN, PRINCIPAL.

CHATHAM, ONT.:  
PLAIST FORD AND JOB PRINTING HOUSE.  
1885



Sample  
1892  
no. 68.4



### Do You Wish to Excel as a Penman?



*As usual, the penman of this College and his pupils carried off FIRST PRIZES in both BUSINESS and ORNAMENTAL PENMANSHIP at the late Dominion Exhibition, London, and Industrial Fair, Toronto. This is simply the old repeated record of the past thirteen years.*

*Those who wish to excel in the art will find this College unexcelled in America for turning out first-class penmen, and yet we do not consider it a speciality in our course, all other branches being quite as efficiently taught.*

*For further particulars of this branch see pages 13, 14 and 15.*



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## TO THE PUBLIC.

ON the eve of the Tenth year of our existence as a Business College in Chatham, we beg leave to tender to our numerous patrons and friends, our heartfelt thanks for the very liberal support and encouragement given us since this Institution was first established.

NINE YEARS ago this College was in its infancy struggling for a place among the institutions of its kind in the Dominion.

NINE YEARS of earnest labor;

NINE YEARS of continued and increasing public confidence :

NINE YEARS of rapidly increasing patronage, which, last year, was far in excess of any previous year :

NINE YEARS of well concentrated and directed efforts in the pursuit of the most approved and modern plans for conducting an institution devoted to the interests of practical education, has won for this college an enviable reputation among the Business Colleges of America.

*By the fruits of our labor we wish to be judged.*

None of our graduates have ever failed to successfully fill the positions they have secured, and we always do all in our power to secure worthy and remunerative situations for those of our students who prove themselves worthy of such aid.

BUSINESS MEN have confidence in our college and come to us for their book keepers.

PROPRIETORS OF OTHER COLLEGES write us to supply them with penmen.

BANK MANAGERS acquainted with our system and course of instruction universally recommend our college.

We are still looking forward to brighter achievements which are not simply visionary, and have always adhered strictly to the truth in presenting our claims for public patronage. We mean this Catalogue for a PERSONAL GUARANTEE of the merits of our Course of Study, and what we can do for those who place themselves under our tuition. We pledge ourselves not only to keep the College up to its present high standing, but intend, during the coming year to make several changes which we consider will materially improve our present Course and raise the standing of the Institution yet higher in the estimation of the business and general public.

D. McLAHLAN, Esq. — Dear Sir: I have no hesitation in recommending your College to young men wishing to obtain a good business education which your institution enables them to do in a very short time, and at a moderate cost. I have looked carefully into your system of teaching and consider it all that could be desired. I am much pleased by the progress made by my sons while at your College. Yours truly,  
ROBT. N. ROGERS, Manager Federal Bank of Canada,  
Chatham, Ont.

### A Business Education for Young Women.

**T**HE day has arrived when many of the positions which heretofore have not been available to young women are thrown open to them. Every year we are receiving further and convincing proofs, that women, when properly educated, can fully hold their own with the sterner sex; and it is pleasing to note that, notwithstanding the determined opposition induced by narrow-minded bigotry, woman is slowly but surely finding that her natural gifts, when properly trained and disciplined, fit her for occupying positions—especially in the mercantile world—for which a jealous competitor would be slow to acknowledge her qualifications, and even now we can rejoice in the all-but free exercise and application of natural endowments, irrespective of sex.

Why then, we may ask, do not more of our young women in Canada train themselves for holding positions in the business world, such as Book-keepers, Cashiers, Corresponding, Entry, and Invoice Clerks, etc., etc.? The question is of moment to every young woman whose condition is such as compels her to earn her own support, inasmuch as the remuneration in any of the above-mentioned positions is very much greater than that secured in any of the occupations in which they now engage their services.

Repeated experience during the past few years has proved that as Book-keepers, Cashiers, etc., young women are quite as successful as young men, and, as a matter of fact, are in many cases given the preference, on account of being considered more trustworthy.

Every young woman then, should be thoroughly trained for occupying such positions of trust, and to this end should supplement her academical course of training by one of practical study. It will be found most beneficial to any girl, whatever be the extent of her worldly possessions. To the poor it will be an excellent means of gaining an honest livelihood, and to the rich a shield to protect her interests.

### Comparing Rates of Different Colleges.

**M**ANY young men, when they conceive the idea of taking a Course in a Business College, write to the different institutions that have been brought before their notice, for Catalogues, simply to compare tuition rates, neglecting the more important question of which institution has the best standing among business men, and is most worthy of their patronage. Economy, a very commendable trait in most cases, may, if not coupled with good judgment, prove to be the grossest extravagance.

If you find that the business men of the town in which the institution is located (who are best able to give counsel in this respect) speak well of it, you are quite safe in placing yourself in it for instruction; but if, on the other

D. McLAUGHLIN, Esq.,—Dear Sir: I have much pleasure in adding my testimony to the desirability of having in our midst an institution so efficiently conducted as your College. Those of your pupils whom I have met speak in the highest terms of the course of study and of the information acquired under your instruction. Wishing you continued success. I am, yours very faithfully,

W. S. BERLAND, late Manager Canadian Bank of Commerce,  
Chatham, Ont.

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hand, they do not, then save your money until you find one that has the entire confidence of the business community in which it is located.

The result of a course of instruction in one of these inferior institutions is, that the student does not receive the stipulated return for his money, but what is infinitely worse, they will occupy his time (which is of great value) fruitlessly, at the most important stage of his life. The consequences of this is, that he comes forth from their very imperfect instruction incompetent for the duties he wishes to assume; and the almost inevitable result is that he becomes a victim of discouragement, hindering further effort and eventually making his life partially, if not completely a failure.

#### Why is a Business Education the Best?

**B**ECAUSE it capacitates the individual for the active duties of everyday life. Because it sharpens and develops the reasoning and perceptive faculties. Because it enables the man of business to cope successfully with all the intricacies of modern commercial dealings.

In a word, it is eminently practical in all its bearings, and while it enables the student to earn a respectable livelihood, it also fits him to become a useful and honorable member of the community.

#### Parents,

**I**F you have sons and daughters whom you wish to have thoroughly prepared to engage in business pursuits with success, or, in fact, any pleasant, remunerative employment, you will find that a course of practical training in this institution will be worth more than thousands of dollars to them invested in any other way. A business education is as available as a trade and may be acquired in much less time. It is more remunerative than professions requiring years of preparation.

#### Garfield and Greeley on the Advantages of a Business Education.

*Extract from an Address delivered before the Students and friends of the Spencerian Bryant & Stratton Business College, Washington, D.C., by the lamented General James A. Garfield, President of the United States.*

**B**UT there is a reason of public policy which brought me here to-night, and it was to testify to the importance of these Business Colleges, and to give two or three reasons why they have been established in the United States. I wish every College President in the United States could hear the first reason I propose to give. Business' Colleges, my fellow-citizens,

D. McLAUGHLIN, Esq.,—Dear Sir: With pleasure I can speak in favor of your course for young men; the clerk I secured from you succeeding and mastering in three months a post he would otherwise have taken a month longer time I have understood. On his account, and having looked into your system and compared the Banking Department, I can recommend it to those contemplating this or any similar pursuit.

Yours very truly, FREDERICK S. JARVIS, Manager Merchants' Bank of Canada, Hamilton, Ont.

originated in this country as a protest against the insufficiency of our system of education—as a protest against the failure, the absolute failure of our American schools and colleges to fit young men and women for the business of life. Take the great classes graduating from the colleges of the country during this and next month, and how many, or rather how few of their members are fitted to go into the practical business of life and transact it like sensible men? These Business Colleges furnish their graduates with a better education for practical purposes than either Princeton, Harvard or Yale.

The people are making a grave charge against our system of higher education when they complain that it is disconnected from the active business of life. It is a charge to which our Colleges cannot plead guilty and live. They must rectify the fault, or miserably fail of their great purpose. There is scarcely a more pitiable sight than to see here and there learned men, so-called, who have graduated in our own and the Universities of Europe with high honors; men who know the whole gamut of classical learning—who have sounded the depths of mathematical and speculative philosophy—and yet who could not make out a bill of sale or invoice if the whole world depended on it. (Applause.)

*Extract from an Address delivered before the Students and friends of Packard's Bryant & Stratton Business College, New York City, by the late Hon. Horace Greeley.*

AND so the world waits—not in one sphere, not in one place alone, but in the old countries and the new, inviting crowded lives of population to people solitary regions—waits for business men—men of capacity—men of power—men of creative thought—who know how to redeem its waste places, and to render idle populations industrious and thrifty.

And here it is, in my judgment, that Business Colleges will find their greatest sphere of utility; that is, not in special training for special pursuits, as too many believe to-day, but in developing a larger capacity to apprehend and to seize the opportunities that exist so abundantly on every side, for giving new activity and new power to the creation of wealth. The objection has been made to our old-fashioned Colleges that they are not practical. I do not think that is an accurate statement of the objection. What I would say is, that they are practical with reference to two or three pursuits, but that the demands of the time require nine-tenths of our young men in other pursuits than those; and they are not practical with reference to these.

I know that there are to-day one thousand College graduates—some of them having graduated with honors at German Universities—who are walking the stony streets of New York and know not how to earn a living. That is a condemnation of our University system. As a preparation for professional life—I should rather say, for certain pursuits in life—it may be very well; but when

D. McLACHLAN, Esq.—Dear Sir: I can safely recommend young men who wish to enter a Banking Office to first enter the Canada Business College. I think the plan of instruction would prove beneficial to any young man, and as for those embarking in any mercantile pursuit, it would be greatly to their advantage to first enter the College for practical training.

A. RICHARDSON, Broker, Chatham, Ont.

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I see, as I do see, so many men, whose education has cost so much, find themselves totally unable, with all that, to earn a living—not immoral men, nor drinking men, but men, simply, who cannot find places adapted to their capabilities—when I see this, I am moved to protest against a system of education which seems to me so narrow and so partial.

*Extracts from an Address delivered by W. H. Wells, ex-Superintendent of Public Schools of the City of Chicago.*

**T**HERE is something in this Business College training that reaches far below the surface of mere book-keeping and business forms.

There is one important element in the organization of Business Colleges which gives them an important advantage over our public schools and academies. They are always regarded by the students as a means and not as an end. They connect directly on with something to follow; whereas an education at the public school or academy is too often regarded as an end, having no definite connection with anything beyond.

I had occasion, a few weeks since, to make some remarks to the graduating class of our Central High School, and I felt compelled to say, that some of the class had then arrived at the highest point of intellectual attainment they would ever reach, for the reason that they had gained the goal for which they had started, and received their diplomas, and only those who had definite purposes and aims strong enough to call forth a continuation of similar intellectual effort, would ever rise any higher.

It is the crowning excellence of your Business College course, that it introduces young men directly to the practical application of the attainments they have made, and instead of losing the stimulus at the end of it, this stimulus to effort is then made stronger than ever before. If the future business men of this city could all receive the training which our Business Colleges afford, our future Chicago would be very great.

#### Other Eminent Writers' Opinions concerning a Business Education.

HENRY CLAY said:

Young man, educate yourself for business! The professions are full, and the age demands it. A business man for the farm, the counting-house, or commercial pursuits, and you will succeed now and hereafter.

WALTER SCOTT said:

Whatever may be said about "luck," it is *skill* that leads to fortune.

DR. JOHNSON said:

Book-keeping is an art which must contribute to the advantage of all who desire to be rich, and of all who desire to be wise.

D. McLAUGHLIN, Esq.,—Dear Sir: I have great pleasure in being able to say that my sons have been greatly benefited by their attendance at your College. They are now both holding excellent positions in Chicago. It is the institution for young men to obtain a good, solid, business education, however they may be employed, and I cannot too strongly recommend it to the patronage of the public.

Yours truly,

W. E. FELLOWS,

Clark, Township of Harwich.

HORACE MANN, the Prince of Educators, said :

If a father wishes to give his son a legacy, better than houses, lands, gold or silver, let him send him to an institution where he can obtain a Practical Business Education.

Such knowledge as the Business College affords is most directly conducive to mercantile honor and success.

One single application of such knowledge is often sufficient to reimburse its possessor for all it may have cost him to obtain it, and then he enjoys it gratuitously all the rest of his life. I cannot but regard the young man in our day who embarks in mercantile business without such a preparation of knowledge as a mercantile school can afford him, as guilty of the same folly as the mariner who would take charge of a vessel and put to sea, alike ignorant of shallows and reefs, and of the channels between them and the sea he proposes to navigate.

PETER COOPER said :

This is a kind of knowledge that every man finds important in all his progress through life. The success of business men will always mainly depend upon the knowledge of their profession.

THE SCIENTIFIC AMERICAN says :

How different would have been the history of OUR GREAT INVENTORS had they pursued the knowledge of business affairs, which would have enabled them to put their inventions in a business-like way before the world. How often do we see capable, ingenious and skillful mechanics confined through life to a small shop, or to a subordinate position in a large shop, solely through their inability to manage the affairs of a large business. On the other hand, it is no uncommon thing to see what might be a profitable business, which has been fairly thrust upon a lucky inventor or manufacturer, by the urgency of popular needs, fail disastrously through ignorance of business methods and inability to conduct properly the larger affairs which fell to the owner's hand.

HARRIET BEECHER STOWE says :

No young lady could have a better safe-guard against the adversities of fortune, or a better resource in time of need, than a knowledge of Book-keeping and business affairs.

These are popular opinions from the most intelligent sources, and ought to be convincing as to why young men or women should have a business education.

As to its necessity for every young man, in the opinion of the most able men it will make him a more successful mechanic, farmer, lawyer, doctor or

D. McLACHLAN, Esq. — Dear Sir, Being very much pleased with the advancement made by me while a student at your College, I wish to express to the public my opinion as to the benefits to be derived from a course of instruction in your institution. To any young man who wishes a thorough business training, such as will enable him to take the financial management of any business over in and conduct it on sound business principles, I could not recommend a course of study more beneficial than that one at your College, as students here become familiar with every branch of trade, from a common retail business to the most intricate banking work. Wishing you every success in a work which is in every way commendable, and which cannot fail to be a great advantage to any community. I remain, yours, etc.

ANSON WILSON, Manager for Treadway & Co.  
Woodward Ave., Detroit

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## Annual Announcement.

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Persons interested, who will take the trouble to examine the extent and variety of the work done in our theory department, which is followed by so complete a course of practical training, applying the principles already taught, must agree with us in saying that any young man who has completed our entire course cannot fail to be benefited by so thorough and comprehensive a drilling in business matters.

### Our New and Improved Actual Business Course.

THE present system of conducting the Actual Business department in our College, which was recently introduced, and thoroughly tested, proved one of the greatest strides ever made by this institution in advance of those of its kind and towards the goal of its ambition, viz: perfection in business training.

The great aim of every commercial school should be to have the work done, in its practical department, an exact counterpart of the work performed in the offices of any of our best business houses. With this object in view, the manager of this College has arranged and systematized a course of practical training, which is a great improvement on the one heretofore in use in the College, and which fully meets the above requirements. The result of his labors gave unbounded satisfaction when put to the test.

All communication between the students in this department and the clerks in the general office who represent the men with whom they are dealing, are by letter, thus giving the student an excellent drilling in letter writing — one of the most desirable and pleasing accomplishments in a business man's education. A business letter should be clear and concise, so that no possible doubt can exist as to the intentions. On this particular point students will be called upon to exercise as much care in every respect as if they were the medium of genuine operations.

### Office Drill.

EACH student after completing the work laid down in the "Guide for Actual Business," which comprises four sets of books kept in the most approved forms, and having it passed by the teacher in charge of the practical department is then required to enter the

### WHOLESALE OFFICE.

where he takes entire charge of the business and the books of the same, which are kept in the most popular modern systems now extant, further improved

CHATHAM:  
Mr. D. McLAUGHLIN, Dear Sir: I am more than pleased with the able and systematic manner in which the young man in our office, who spent a term at your College, discharges his duties as book-keeper. He is in every way qualified for the work he has undertaken. I take pleasure, therefore, in recommending your graduates to the business community, and in expressing to the public my opinion regarding the thoroughness of the course of instruction pursued in your College. We are, yours, etc.,  
H. A. PATTERSON & Co., Lumber Merchants.

Many of the young men who come here for training are ignorant of even the simplest rules of arithmetic when they enter our College, and have to commence by learning the tables of Weights and Measures.

We turn none away who are anxious to improve themselves, and will always do all in our power to make their stay with us a source of life-long benefit to them.

**The following Different Lines of Business are Represented in Our Course of Training.**

General Store, Grain Dealing, General Produce Business, including Shipments; Grocery business; Dry Goods business; Commission business; simple consignments; Banking business, dealing largely in Notes, Drafts, and Bills of Exchange, Money received on deposit, for which certificates are issued.

A General Store where the books are kept in Six Column Journal form, which is considered the most perfect system extant for a retail business.

Retail Boot and Shoe Business, in which the Cash Book and Sales Book are kept as Books of Original Entry, and the work posted directly from these to the Ledger.

Crockery Business, kept in the same form as the above, with the exception of the keeping of the Invoice Book as Original Entry.

Besides the above mentioned, we have two advanced theory sets. The first of these is a large MANUFACTURING BUSINESS, with nearly thirty pages of matter in day book, where a FOUNDRY, SMITH SHOP, MACHINE SHOP and STORE are all carried on under the one firm and set of books, books used being Day Book, Cash Book, Bill Book, Sales Book, Time Book, Journal, Workman's Ledger and General Ledger. The work of this set is most perfect and complete, and is admirably suited to the wants of any person interested in manufacturing.

The second of the advanced theory sets represents the books of a large firm importing direct from the English markets, and keeping the accounts in both sterling money and dollars and cents.

We have now in preparation two more sets, representing a business dealing largely in Notes, and the renewing of them, in which we will use the Day Book, Cash Book, Invoice Book, Sales Book, and Bill Book as original entry.

We have taken the trouble to compare a portion of the work as systematized in the last mentioned form, with the ordinary Double Entry Work carried through the Journal, and in several cases have found that it can be done with one-tenth of the work, thus removing the only objection that could ever be raised against double entry book-keeping, viz.: too much work connected with it.

D. McLAUCHLAN, Esq.—Dear Sir: I have much pleasure in recommending your College to the public as being most thorough, practical and comprehensive in its work. Just what every young man should have, no matter what his future intentions are. I consider the time and money I spent in your Institution, one of the best investments of my life, and wish you every success in your laudable enterprise.

Yours, etc.,  
A. S. VALENTETTI, Traveller.

mechanic, business manager or clerk, proprietor or employe; and as special training has become necessary in trades, in professions and in education for any line of business, we have endeavored to arrange and systematize our course of instruction as to make it a practical benefit to the possessor in any of the varied spheres of life.

Farmers should keep such accounts each year as would enable them to decide, without a question of doubt, what crops or animals pay the best, and then should devote their attention exclusively to these.

There is no doubt but that the want of proper farm books costs the farmer as much as they would the business man.

THE WESTERN RURAL, a Farmer's journal, says:

Book-keeping is the ground work to success in trade, and in no industry in life is it more necessary than to the farmer, and no farmer's son should be considered competent to manage a farm until he understands this important part of farm economy.

HORACE GREELEY had such in mind when he said:

I wish every man had such an education—every young man, especially; and if either of my sons had lived, and I had trained him, as I should have tried to do, to be a great and good farmer, I should have wanted to send him at least one-six months to a business college, to give him the aptitude, habits and forms of a thorough business man.

Men of first-class inventive genius and unrivalled mechanical skill have made miserable financial failures from lack of business training.

### To Young Men.

Is your education deficient? Have you not a desire to improve it? Is your ignorance the result of wasted opportunities, or were such opportunities never within your reach?

Does your ambition lead you to something beyond the common drudgery of an 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 \$100 to \$125 from your earnings, which would be a sufficient sum, if properly utilized, to put you through the required course. Our course of training is particularly suited to those whose education is deficient and who wish to make amends for early neglects.

We have no Entrance Examination. Every student works on his own responsibility, and instruction in most cases is individual.

Dr. McLAURAN, Esq., Chattanooga, Ont. Dear Sir: It affords me much pleasure to testify to the good business qualifications of your School. During the term I spent in your institution I was much pleased to note the progress made by other pupils. I must say the training I received when under your instruction has been of great service to me, and I can confidently recommend any young man in search of a good business education to patronize your College.

Very truly,  
J. E. FELLOWS,  
Book-keeper for A. Coby, 217 & 219 State Street, Chicago.

preacher. And if he intends to make business his profession it is the height of folly to enter upon it as an apprentice, ignorant of the first principles, when for a comparatively small amount of time and money he can enter upon his chosen life work a journeyman, able to do thoroughly and well any work that falls to his hand, able to step into any vacancy that may arise, and discharge its duties with credit to himself and satisfaction to his employers.

#### It is a Necessity in this Age of Business Enterprise.

**E**VERY young man should have a good business education, no matter what his future occupation may be.

A young man possessing a thorough and practical business education will advance as much in two years as he would in five without it.

The success of very many young men dates its beginning to a course of study pursued at our Business College.

We would therefore suggest to young men that the present is the time to get an education. Lose no time in preparing for the duties and responsibilities that await you. Competent men are wanted in all departments of industry. If you put off the preparation for the future, that time may never arrive. Use the present, and then you can trust in the future.

#### A Profitable Investment for the Farmer, Professional Man or Mechanic.

**T**HERE is no calling in life, mechanical, agricultural or professional, where the time and expense necessary to secure a thorough acquaintance with business forms is not a most profitable investment. A man may be ever so skillful a mechanic, but it is the man who adds to his mechanical skill the power of accurate calculation that becomes the master builder. A farmer who is versed in business matters is in demand among his neighbors, as managers of cheese factories, creameries, etc., which modern methods of business are calling into existence, and is able to add to his income in a single year all that his business training has cost him.

One reason why farming is not more lucrative is because farmers, as a class, are not versed in business. They trust to luck instead of going on the basis of sound business calculation. Those farmers who add to their knowledge of farming a thorough knowledge of business, make money.

The majority of persons who attend Business Colleges do not do so with a view of becoming professional book-keepers, but for the purpose of fitting themselves for business as a part of their general education which can be turned to good account in the pursuit of any calling, whether farmer or

D. McLACHLAN, Esq., Dear Sir: I have much pleasure in stating that I have taken a course in your College and graduated therefrom. The instruction I received while attending your institution has enabled me to fill successfully any position which I have since held. I can, therefore, with confidence recommend any young man to take a course in your College, and feel confident the fruit will be his own if it does not thoroughly prepare him for any position in business life. Yours respectfully,  
W. E. MERRITT,  
Merritt's Banking Office, 110 1/2 Street, Chatham

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by ideas of our own which have been thoroughly tested and found to work most satisfactorily. Here he occupies the position of Invoice Clerk, Entry Clerk, and General Book-keeper, thoroughly acquainting himself with the work done in the different capacities, which is an exact counterpart of that carried on in any of the best business houses of the present day.

After spending two weeks in the wholesale office, he is then required to make out a statement of the standing of the business of that department, showing the losses or gains, resources and liabilities, &c., &c., which, if found correct by the teacher in charge, allows him to pass to the

## AGENCY OFFICE.

Here again he must take entire charge of the books, and at the end of his two weeks' term must render a statement as before. If found correct he is allowed to pass to the

## BANKING DEPARTMENT.

It is here that the student receives the finishing touches in his Course of Training, required to polish and perfect him as an accountant.

It has, as the basis of its operations, the students of the College for its patrons, of whom it receives deposits, notes and drafts for discount and collections, whose checks it pays in currency!

It conducts its business in the same time and manner as do the best organized banking institutions in the country, and employs the same books and forms for representing its daily transactions.

## Good Penmanship.

DO YOU WISH TO EXCEL AND BECOME A TEACHER IN THE ART? NO INSTITUTION IN CANADA CAN OFFER THE SAME INDUCEMENTS IN THIS BRANCH AS WE DO.

**PLAIN**, rapid business writing is one of the most important elements in a business education. No other one thing will augur more for a young man's success in getting a start in life than a legible, rapid style of writing. Business men who desire to have their books, bills, letters, etc., well written will always give the preference to a good penman. Its utility is not only its indispensability for the accountant, but it is also a matter of personal convenience and satisfaction for one's self. This alone makes it well worth the time and money requisite for such a valuable accomplishment. Cognizant of the value and importance of this branch, we pay particular attention to it, and can safely say that no other institution in Canada or the United States can turn out a better class of students in this line than we can do, and

Having taken a six months' course of study in the Canada Business College, I take great pleasure in recommending it to those wishing a practical business education. I believe there is no college that has the facilities for imparting to its students a more thorough or practical course of study than at this institution. I have carefully examined the work of the best penmen in the States, and I unhesitatingly say that Prof. McLaughlin has no equal as a penman, and as a superior teacher of the art he is thoroughly established in his reputation.

C. C. MARING, Professor of Penmanship,  
Armstrong Business College, Portland, Oregon.

have done. Our penman is reputed to be one of the best in America to-day and has taken more first prizes in business penmanship at the Provincial and other exhibitions, where he has competed during the past thirteen years, than all the other penmen in Canada combined. Further, almost all those who have risen to prominence in the art in Canada during the past ten years are his pupils. This is the best proof we can give, not only of our own superior qualifications in this particular branch, but of the ability to impart such instruction to others.

Prominent among our pupils in penmanship are R. E. Gallagher, Principal of Canada Business College, Hamilton, Ont.; J. W. Westervelt, of the Forest City Business College, London, Ont.; C. C. Maring, Penman of Portland Business College, Oregon; J. McDonald, of St. Joseph's College, Montreal; David Tilley, of Hamilton, Ont.; J. N. Hutchinson, of Winnipeg, Manitoba; J. McNiven, of West End City, Dakota; M. M. Scramlin, of Climax, Mich.; Wm. Roche, Chatham; also in the person of Miss Maud Evans, of Chatham, a pupil 16 years of age, now attending, we have excellent proof of what may be accomplished by those of her sex when an opportunity is afforded them, in this, as in other branches of education, and many others whom space will not permit to mention.

#### Sending Specimens of Penmanship.

HAVING had so many calls for specimens of plain and ornamental penmanship, we have decided not to send any but samples of plain work in the future, the specimens of ornamental work requiring more time than we have to spare in satisfying idle curiosity. We have had several pieces which were executed by Mr. McLachlan engraved, which will be sent to all who may desire them. And to those who are willing to pay for a piece of genuine ornamental work, fresh from the pen, we will send the same on receipt of 25 or 50¢. The work will be done in proportion to the amount of money received.

#### Phonography.

THIS branch of study, combined with a good business education and mastery of the pen, offers greater inducements to young men and women to-day than any other line of study within our knowledge. It is an easy stepping stone on which the possessor may climb to fame and fortune, more surely, perhaps, than in almost any other calling which is open.

All eminent law, mercantile, manufacturing firms and railroad offices now employ Phonographic Clerks, when they can be had, and at larger salaries than others, however otherwise endowed, can command.

We might furnish many examples of the advantages which a practical knowledge of Short Hand affords to young men and women, many of whom

Mrs. D. McLACHLAN. — DEAR SIR: We are pleased to have an opportunity of recommending your institution, to young men who may wish to acquire a sound business education. The young man who was in our employ, and had taken a course in your College, gave proof of the practical benefit of your course of training. We would advise every young man, no matter what his future intentions may be, to take a course with you, and are satisfied that it will be time and money well spent.

Yours, etc.

JACKSON, FULLER & Co., Bankers, Benheim.



are occupying positions as Phonographic Clerks. And the demand for good short-hand writers far exceeds the supply, so that the student in this branch of study need have no fear of entering an overstocked market.

### Gold and Silver Medals are Offered for Competition Each Year.

**I**N 1882, the successful contestant for the Gold Medal was CHARLES E. BELL, of Morpeth, now Book-keeper for the Chatham Harvester Company.

For the Silver Medal, E. H. STAFFORD, of Corseley, Ont., now Book-keeper for Brown, Hall & Co., Wholesale Saddlery Hardware Merchants, of Grand Rapids, Michigan.

In 1883, MISS ETTA ABRAHAM, of Chatham, won the Gold Medal. The Silver Medal by HENRY MARKS, of Highgate, deceased, formerly Book-keeper for the E. T. Barnum Wire and Iron Works, Windsor, Ont.

In 1884, the Gold Medal was won by J. N. HUTCHISON, of Ediniskillen, County of Durham, now Book-keeper for David Maxwell, Paris, in the office of the Winnipeg Branch.

The Silver Medal by DAVID MCEACHERN, of Muirkirk, Ont., now holding an excellent position as Book-keeper in Chicago, who was so close a competitor for the higher honors as to make the result of the examination a doubtful one until the last paper had been examined.

In 1885, the Gold Medal was won A. V. TAIT, of Duart, Ont., now engaged with J. Northwood, of Carberry, Manitoba, as Book-keeper in his large flour mill there. The Silver Medal by JOHN TOOHEY, of Elnwood, Michigan.

### Situations.

**A** LARGE number of our students come here for the purpose of qualifying themselves to prosecute their own business or to fill positions already in view; but we are often asked if we guarantee situations to our graduates. In answer to this we say most emphatically "No"; nor is there any institution that can safely promise situations in advance. We do not wish to hold out any false inducement to young men entering upon our course of study; nor do we consider it necessary, as our course is of itself worth far more than the price charged by any commercial school in America offering equal advantages. Beware of any institution which will offer to guarantee you a situation. No well-conducted college need, or does ever, offer such inducements.

In the face of all this, however, it is with pleasure that we point to the large number of our graduates who are filling honorable positions in the business arena of life. It is almost superfluous to say that whenever the interests

D. McLACHLAN, Esq., Dear Sir: The very satisfactory manner in which Mr. E. Parker has performed the duties devolving on him in the different departments of our office work prompts us to say that such efficiency largely due to the thorough training he received before graduating from your College.

Yours truly

STEINHOFF & LILLIE, Bankers, Wallaceburg, Ont.

of our pupils can be advanced by our assistance, it will always be cheerfully given. We would also say that the securing of a situation should be a secondary consideration. First choose the best college, prepare yourself well by assiduous application, and if you are energetic, if you possess a good practical education, you need not wait long for employment, as the demand for first-class men is daily increasing.

#### Choosing a College to Attend.

IN the selection of a suitable school to attend, too much care cannot be exercised. Take for granted no unsupported statements made by parties whose interest is only to secure your money, but ascertain whether the gentlemen practically connected with the staff are known to be well qualified as instructors, possessing the ability to impart the knowledge they themselves have to others, and turn out graduates creditable alike to themselves and the institution in which they are engaged.

#### Why Young Men Should Patronize Our College.

ITS facilities are unsurpassed.

It has one of the best systems of actual business ever introduced into any college.

It has a full corps of thorough and practical teachers.

Its graduates universally recommend the institution and its course of study.

Its merits have placed it at the head of institutions of its class.

It has the endorsement of all the leading business men of Chatham, who are its patrons.

It invites competition with any similar institution in the Dominion.

Its diploma in the hands of a graduate is, in itself, evidence of proficiency, and is a passport to a good position.

It is generally known that our course of instruction is complete, comprehensive, thorough and practical.

In conclusion, we would say that it is a settled fact that no young man's education is complete without a business training.

We therefore feel assured that with these facilities we will retain the continued patronage of an appreciative public.

#### Our Relations with Business Men.

WE owe a debt of gratitude to the business men of Chatham, and especially to the most prominent among them, for the decided interest they have taken in the welfare of our College since its establishment.

D. McLELLAN, Esq., Chatham, Ont.—Dear Sir: I take pleasure in adding my testimony to that of the many others you have received, and speak from experience when I say that your course of instruction is most perfect and complete. Your teachers are well qualified, painstaking and earnest in their work. I have had opportunities of comparing the advantages you offer with those of other institutions located in the larger cities, where much greater pretensions are made, and your College is certainly superior. The short time I spent with you has been, and will no doubt still be, of great advantage to me. I have, therefore, great pleasure in recommending your institution to young men wishing a thorough business education.

Yours, &c.,  
A. J. ROBINSON,  
With Detroit News Co., Detroit, Mich.

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and in speaking favorably of our institution and course of instruction to those who are unacquainted with its workings.

We hope constantly to bring the College into closer relationship with business men and outside business work, and so fit our students more fully for the business world, in which in later years they must play a leading part.

### Commercial Law.

**L**ECTURES are delivered at regular intervals on this subject by J. B. Rankin, of the firm of Robinson, Wilson, Rankin & Bell, a prominent lawyer of the town. The applicants for diplomas are required to attend these lectures, in which the leading features of commercial law are thoroughly elucidated, and as far as possible divested of all technicality. The following subjects are more particularly impressed upon the minds of the students, viz.: Contracts, Co-partnerships, Corporations, Agencies, Bills of Exchange, Promissory Notes, Mortgages, Leases, Deeds, Policies of Insurance, Power of Attorney, Collateral Notes, Etc., Etc.

### Individual Instruction

**A**S GIVEN in all branches, which is a great advantage. The progress of no student is retarded by the dullness or inattention of that of another. Persons who are, through misfortune or early neglect, deficient in any of the branches taught, will here find the readiest means to supply their wants, and should not under any consideration be influenced to stay away on account of such limited qualifications, as they will find the majority of their fellow students in a similar condition. It is never too late to make a successful start. No one except the teacher need be cognizant of your deficiencies.

### General Information.

**S**TUDENTS can enter at any time. We have no term divisions.

#### REQUIRED INFORMATION.

A common school education, or a knowledge of the English branches, is all that is necessary. However, a good education will add to the advancement of the pupil.

#### TIME REQUIRED

The time required for completing a course depends upon the student's education at the time of entering the diligence and perseverance with which he pursues his studies, etc. etc. Generally about five or six months.

The Canada Business College at Chatham, conducted by D. McLellan, Principal, occupies a high place, and deservedly so, in public estimation. It has from the first been successful, and its reputation is still, and greatly, on the increase.

REV. A. MCCOLL, Mayor of Chatham.

## BOARD.

As we have always a list of good boarding houses at from \$2.50 to \$2.75 per week, we would advise students on coming to town to retain their baggage checks and come at once to the College office, where they will receive assistance to obtain suitable board.

## DIPLOMA.

A beautiful diploma will be given to each student successfully passing the prescribed examination.

## MAIL.

The mail will be regularly distributed twice each day in the class room. Letters for students addressed to the care of the Canada Business College will be safely delivered to them.

## SCHOOL SESSIONS.

From 9.00 to 12.00 a. m.; from 1.30 to 4.00 p. m.

During Evening Class—from 7.00 to 9.00.

## CURRICULUM.

Book-keeping by single and double entry, wholesale and retail Mercantile Business, Actual Business Course, Banking, Commission Business, Foreign Exchange, Forwarding, Business Arithmetic, Business Penmanship, Business Correspondence, Spelling, Commercial Law, Practical Grammar, and ACTUAL OFFICE DRILL.

## TO BUSINESS MEN.

Book-keepers, Salesmen and Clerks can always be furnished to merchants, and others desiring them, either for town or country, upon describing the nature of their duties, salary paid, etc.

## VISITORS.

Visitors are welcome to the College rooms. Parents and guardians will confer a favor by calling from time to time to examine the progress of their sons or wards.

## DISCIPLINE.

As it is impossible for any educational institution to maintain the highest degree of proficiency without rigorously adhering to the rules of order, it will be required of each student, whether young or old, to comply with the rules of the College, which are hanging on the walls of the class-rooms. Any want of conformity to, or violation of, said rules will render the perpetrator liable to suspension or expulsion, according to the nature of the misdemeanor.

## REMOVAL OF BOOKS.

Each student has charge of his own books, and if absent at any time for more than two weeks, must remove them from the rooms. No student can occupy a drawer unless in regular attendance.

MR. McLAHLAN—Sir: I have much pleasure in testifying to the excellent course of instruction pursued at your College. Although the time I spent with you was very short, yet it was sufficient to give me such a knowledge of book-keeping as has and will be of inestimable value to me through life. I consider the time and money spent in taking a course in your institution the best investment a young man can make.

Yours, etc., JOHN McCORVIE,  
(of McCorvie & Foreman Grocers North Chatham.)



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### Monthly Reports.

**P**ERHAPS there is nothing in the curriculum of our College that receives more rigid attention than our monthly reports. We find them to be not only of great benefit to the student, but also of the fullest satisfaction to parents and guardians, who are very often under the impression that their sons, attending College, waste away their precious time after school-hours. To avoid this, which is perchance often the case, we exact from each student a certain amount of work to be done at home, the result of which is carefully submitted to the parent or guardian in our monthly report, the contents of which are as follows, *v z.*: Business Penmanship, Business Arithmetic, Commercial Law, Commercial Correspondence, Department, Neatness and Accuracy in Book-keeping, Progress in General, days, hours and minutes lost.

The marks in the different branches will, of course, depend upon the degree of merit, which as aforesaid will be faithfully submitted to the parent.

Any who may wish to have the reports sent them more frequently than monthly can notify the Principal of their desires, and they will be sent either weekly or fortnightly.

### Class Room Rules.

- 1.—Class room doors will be opened ten minutes before the opening of each session, and closed ten minutes after the opening for one hour.
- 2.—All students entering for the regular course are expected to be constant in their attendance, and punctually in their places at the opening hours.
- 3.—When any class is called, the members thereof will take their places promptly; any unnecessary delay on the part of any student will submit him to exclusion from the class for the time.
- 4.—Students, after entering, are not allowed to absent themselves before the hour of closing without permission from the Principal.
- 5.—No smoking, chewing tobacco or spitting on the floor will be tolerated in the College.
- 6.—Students will not be permitted to misappropriate the use of the College furniture, by lounging upon or defacing the same, and any student injuring property will be required to pay for damage done.
- 7.—On no pretext whatever will students be permitted to take from the rooms any manuscript or other article belonging to the College.
- 8.—Quietness, order and diligence during the hours of business are strictly enjoined.
- 9.—No student is permitted to interfere with the property of another.
- 10.—Students occupying official or other positions in the Business Department will forfeit the same by absenting themselves without permission.

D. McLACHLAN, Esq.,—Dear Sir: The thorough drilling received by the first of my sons who attended your College, induced me to send the other, and I now take pleasure in recommending your institution and course of instruction to every young man as being exactly suited to the wants of every-day life, no matter what business or profession he may wish to follow.

Late WM GRAY, Carriage Builder, Chatham.

11.—Students must conduct themselves in a quiet and orderly manner while entering or leaving the building. No running up or down the stairs or standing at the street entrance will be tolerated.

12.—Students are required to be perfect in deportment. All communication is strictly prohibited in the College Hall and Class Rooms, except in transacting business at the office.

13.—Upon the completion of each set, the student must submit his books for examination, and receive a progress check before he will be allowed to proceed. All work must be executed with as much neatness, accuracy and dispatch as the student's ability will admit.

14.—A correct standing of each student will be kept in all his studies, and monthly reports rendered on the last Saturday of each month. Acknowledgments of them are required to be signed by the parent or guardian and returned immediately to the Principal.

15.—Students obtaining a standing of less than 38—50 (about 75 per cent.) in any one study two consecutive weeks will be subject to suspension. THESE REPORTS WILL FORM A BASIS FOR GRANTING ANY LETTER OF RECOMMENDATION OR CERTIFICATE OF QUALIFICATION.

16.—Students disregarding any of the rules will be required to report in the office and give satisfactory assurance of strict compliance in the future. A second offence will subject the student to suspension until the parent or guardian shall call and arrange matters satisfactorily, and a third offence will subject him to unconditional expulsion.

#### To the Intending Student.

The foregoing rules have been adopted in view of the fact that PUNCTUALITY, THOROUGHNESS and CLOSE ATTENTION TO STUDIES are necessary to accomplish the best results during your limited term in this institution.

That this end may be gained we promise each and every student a strict enforcement of these rules and regulations.

You are expected to be in your place promptly at the morning roll-call, and continually during the business hours of each day, UNLESS EXCUSED BY THE TEACHER IN CHARGE.

The hours of study and recitation are from 9 a. m. to 12 noon, and from 1.30 to 4 p. m. Every moment of this time will be required in the full discharge of your duties. IDLENESS WILL NOT BE TOLERATED, and the students will be required to vacate their seats who do not make the most of their time.

If from any cause you find you are not profitably employed, you will be kind enough to report at once to your teacher or principal.

Your right to the quiet occupancy of your seat and the unmolested use of your time will always be maintained, and to that end COMMUNICATION BETWEEN STUDENTS IS PROHIBITED. If you are spoken to by a fellow student in

D. McLAUGHAN—Dear Sir:—I have much pleasure in bearing testimony to the very thorough course taught in the Canada Business College, at Chatham, for young men, to secure a practical commercial course that will prove a great advantage to them in after life.

Yours truly,  
J. S. UPPEL, St. Thomas.

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defiance of this necessary regulation it is no discourtesy to refrain from replying.

The report of students is prepared with care from the daily record of teachers, and can be relied upon as correct in every particular. The student, if perfect, is marked 10 each day, on every study, which makes the perfect mark for the week 50. Lessons marked 38 or less for the week are considered very low, and should attract attention as requiring more study. These low marks will be indicated by RED INK, and two consecutive red ink entries will subject the student to suspension.

In cases where the student resides at home, it is expected that the reports will be examined and signed by the parent or guardian, and returned on the following day. As a rule the reports will be delivered on Monday, and in such case, the "acknowledgements," properly signed, will be expected on Tuesday morning.

Special arrangements will be made with students who reside outside the city.

#### Monthly Examinations.

**E**XAMINATIONS are held on the last Friday of each month, on the subjects taught, and have proved to be an excellent means of keeping fresh in the minds of the pupils the work done during the month.

#### Handsomely Furnished Rooms.

**W**E have, without doubt, the most handsomely furnished rooms, the most magnificent and best equipped offices of any Business College in the Dominion. Come and judge for yourselves, and if you fail to find us as represented, we will give you a COURSE OF INSTRUCTION FREE OF CHARGE.

#### Special Inducements.

**H**AVING so many students from a distance (some of whom pass half a dozen or more Business Colleges to come here) we feel in duty bound to offer some rebate for their determination to patronize us, and accordingly make an allowance of RAILWAY FARE TO THE EXTENT OF \$8.00 to all from a distance, on either a six months' or yearly course; and will also make a reasonable reduction on a three months' course.

D. M. LACHLAN, Esq.—Dear Sir:—During my attendance as a pupil at the Canada Business College, I found the arrangements throughout the school such as to enable the student to make the best use of his time in acquiring a thorough knowledge of the various branches taught. The curriculum of the College is comprehensive, and the instruction imparted thorough and practical. My faith in the integrity and ability of its staff of teachers renders it a pleasure to recommend a course in the C. B. C. to all young men desirous of obtaining a thorough business training.

J. M. MORRIS, Charing Cross,  
Formerly of Lambton Co.

### What the Leading Men of Chatham Say.

**WE**, the undersigned, whose sons have attended the CANADA BUSINESS COLLEGE, or who have examined the course of instruction pursued in the Institution, appreciating the high character and usefulness of the College located in this place, take advantage of this opportunity of making its usefulness better known to the public.

We have watched, with no slight degree of interest, its advancement in Chatham. Although some of us on the outset were doubtful of the efforts to establish a Business College here being successful, yet the basis on which it is managed, the course of instruction pursued, and the earnest efforts which are being put forth by the proprietors, together with the public confidence which they have gained, have dispelled all clouds of doubt, and now we have a Business College as one of our permanent institutions.

We regard the establishment of this College a most fortunate result for young men or boys, or even middle-aged men who have not had the desired advantages in their earlier days of acquiring a sound, practical education, and whereby our citizens, and those of our country, may enjoy the advantages of the excellent and comprehensive course of instruction pursued.

The institution is well worthy of the name of a Business College, and is deserving of our best support, the course of instruction being of the most perfect and practical nature, and under superior management.

When we take into consideration the great and lasting advantages that must result from a complete knowledge of the rudiments of a business education, we are satisfied that the importance of the subject cannot be too often or too forcibly presented to the public.

A. Bell, Judge County Court, Kent.  
Ed. Robinson, ex-Member P. P.  
W. S. Ireland, late Manager Bank of Commerce.  
R. N. Rogers, Manager of Federal Bank.  
F. S. Jarvis, Manager of Merchants' Bank.  
A. Richardson, late manager of Consolidated Bank.  
Wm. Northwood, ex-Mayor.  
Wm. Gray, ex-Mayor.  
Wm. Douglas, Clerk of the Peace.  
J. & W. McKeough, Hardware Merchants.

R. Stephens n, ex-M. P., Kent.  
H. F. Cumming.  
John Wall, Dry Goods Merchant.  
H. Malcolmson, Wholesale and Retail Grocer.  
Thos. H. Taylor, Woolen and Flour Mills.  
Thos. Stone, Dry Goods Merchant.  
E. W. Scane, Mayor.  
A. Heywood, Grocer.  
Downey & Adam, Hardware Merchants.  
Duncan McNaughton, J. P.  
J. R. Ger mill, Editor Banner.  
M. Houston (of Scane & Houston).

D. McLACHLAN—Dear Sir:—It affords me great pleasure to announce to the many readers of your circular my high appreciation of your estimable institution, and of the very efficient staff of teachers in connection. Although scarcely completing a four-months' course with you, the general knowledge acquired in that time I consider as invaluable to me in whatever branch of business I engage, and to any who may contemplate taking a commercial course I can recommend the Canada Business College as the most thorough one in the Dominion.

Very truly yours,

GEO. BRADBEER, Cadillac, Mich.

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I cheerfully recommend the Canada Business College, Chatham, as an able and well-conducted Training School for Commercial and General Business. The course in Penmanship is especially desirable to all young teachers who wish REALLY TO TEACH writing in their schools, and thereby help to remove a long standing and nearly general but just complaint against the rural schools of Ontario as to the writing of the pupils therein.

WILMOT M. NICHOLS, B. A., Blenheim,  
P. S. 1, West Kent.

D. McLACHLAN, Esq.—Dear Sir:—I have much pleasure in testifying to the excellent course of instruction pursued at your College. Although I only spent three months with you, yet it was sufficient to give me a good knowledge of book-keeping which will be of inestimable value to me through life, having proved very beneficial already. I have much pleasure in recommending your institution to young men wishing a thorough business education.

Yours &c. D. WATERS, office of F. Mark, Broker, Chatham.  
Late of Guelph, P. O.

D. McLACHLAN, Esq.—I have much pleasure in testifying to the excellent course of instruction pursued at your College. The time I spent in your institute was only four months, but sufficient to give me a knowledge of book-keeping and general business, which are of inestimable value to me. The time and expense are insignificant to any young man in comparison with the value received while attending.

Yours truly,  
CHAS. W. LUTES, with F. H. Cadwallater, Pembina, D. T.

D. McLACHLAN, Esq., Prin. Can. Bus. Coll., Chatham, Ont.:

MY DEAR SIR:—The continued success of the "Canada Business College" must be gratifying to the inhabitants of the rising town of Chatham. The multiplicity of subjects on the High School programme prevents the pupils from giving special attention to writing, book-keeping and their business practice. I am, therefore, pleased to observe that not a few High School pupils FINISH their scholastic career by a course in your well-conducted institution.

Yours fraternally, D. S. PATERSON,  
Head Master Simcoe High School.

D. McLACHLAN, Esq.—Dear Sir:—I am highly pleased with your system of training young men for a business career. I can speak from experience, having had two of my sons take a course in your College, which has fitted them for almost any business calling. I can cheerfully recommend all young men wishing to prepare themselves for business pursuits to take a course at your College. I know of no other means whereby they can do so, in so short a time and small outlay.

Yours truly, ISAAC SMITH, Clothier, Chatham.

D. McLACHLAN, Esq.—Dear Sir:—As a graduate of your College, I take much pleasure in recommending it as one possessing superior advantages for imparting a thorough business education in the shortest possible time. Persons desirous of preparing for an active business life should not fail to take a course in a school so modern in all its appointments.

Respectfully yours, E. H. STAFFORD, Grand Rapids.

D. McLACHLAN, Esq.—Dear Sir:—Having attended your evening classes for a term of two quarters, it affords me great pleasure to speak of your institution in the highest possible manner. Suffice it to say that although I attended but a comparatively short time, I would not exchange the knowledge I acquired for the sum of one hundred dollars.

Yours, &c.,  
JOS. U. THIBODEAU,  
With J. Ferguson & Co., Chatham.

## RATES OF TUITION.

## PAYABLE IN ADVANCE.

Yearly Scholarships,	\$50 00
Same course for Ladies,	45 00
Six months' Course,	40 00
Same for Ladies,	35 00
Three months,	30 00
Each subsequent three months, if taken separately,	15 00
Three months for Ladies,	25 00
One month for Young Men,	12 00
Same for Ladies,	10 00
Books and Stationery, from	\$8 00 to 12 00
Penmanship, when taken alone, three months,	15 00
Penmanship and Arithmetic combin'd,	20 00
Penmanship, one month,	7 00
Phonography, three months,	12 00

*Wm. H. Jackson*  
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