

PACIFIC

BUSINESS COLLEGE

320 POST STREET,

RED MEN'S BUILDING, OPP. UNION SQUARE, SAN FRANCISCO.

This school is justly ranked by the public as the best Commercial College on the Pacific Coast. It affords excellent facilities in the following courses of instruction :

THE BUSINESS COURSE.

This is designed to prepare students for COMMERCIAL and BUSINESS PURSUITS. It embraces the following studies :

BOOK-KEEPING—BY BOTH SINGLE AND DOUBLE ENTRY, as applied to all kinds of business, such as Wholesale and Retail Merchandising, Farming, Manufacturing, Mining, Brokerage and Exchange, Importing and Jobbing, Commission, Railroading, Banking, Etc.

COMMERCIAL CALCULATIONS—Embracing the most rapid and abbreviated methods of calculation in Percentage, Profit and Loss, Commission, Interest and Discount, Domestic and Foreign Exchange, General Average, Equation of Payments, Interest Accounts, Averaging Accounts, Partnership Settlements, etc.

PENMANSHIP—Including careful instruction in the finger, muscular, whole-arm and combined movements, as applied to plain business writing, ledger headings, etc.

CORRESPONDENCE—Embracing instruction in composition of business letters, use of capitals, rules of punctuation, folding, addressing, etc.

BUSINESS FORMS—Such as Notes, Drafts, Bills of Exchange, Accounts Current, Account Sales, Articles of Co-partnership, Deeds, Leases, etc.

ACTUAL BUSINESS PRACTICE—In Wholesale and Retail Merchandising, Importing and Jobbing, Commission and Forwarding, Banking, etc., etc.

COMMERCIAL LAW—Relating to Negotiable Paper, Contracts, Partnerships, etc.

BUSINESS CUSTOMS AND HABITS—Lectures and practical instruction on the habitudes and customs of business, etc.

LECTURES AND ORAL INSTRUCTION—On Commercial Geography, Political Economy, and General Business subjects.

RATES OF TUITION—Payable in advance.

SCHOLARSHIP for the full Business Course as above explained, time unlimited, - - \$70

PARTIAL COURSE.

Three Months, Day Sessions, - - - \$50	Three Months, Evening Sessions, - - \$25
One Month, - - - 20	One Month, - - - 10

ACADEMICAL COURSE.

This department is designed for imparting to persons of any age thorough instruction in the ordinary English branches, such as Spelling, Reading, Writing, Arithmetic, Grammar, Composition, Letter Writing, History, etc., and the general Mathematical branches, such as higher Arithmetic, Algebra, Geometry, Mensuration, Surveying, Civil Engineering, Navigation, etc.

Rates of Tuition: One Month, \$12; Three Months, \$30.

COMBINED COURSE.

It is frequently desirable for students pursuing the regular Business Course to combine with it Spelling and English Grammar, or some other studies of the Academical Course. Where the studies of the two courses are combined, the charge per term of six months, payable in advance, is \$75.

SPECIAL BRANCHES.

Persons desiring to study only some particular branch, as Business or Ornamental Penmanship, Arithmetic, etc., can enter the College for such branch upon very reasonable terms.

TELEGRAPHIC DEPARTMENT.

The course in this department includes everything that will make students proficient in the Art of Telegraphy—sound and paper operating, setting-up of instruments, management of batteries, use of switches and ground wires, etc. The facilities are such as will enable ladies and gentlemen to learn Telegraphy, practically and thoroughly, in the shortest possible time.

Rates of Tuition: Three months, \$25; Six months, \$40.

Students of the Commercial or Academical Departments will be charged the following rates :
Three months, \$15; Six months, \$25.

NO VACATIONS. DAY AND EVENING SESSIONS DURING THE ENTIRE YEAR.