

HEALD'S BUSINESS COLLEGE

24 POST STREET, SAN FRANCISCO.

The Leading Commercial School on the Coast.

E. P. HEALD, *President.*

F. C. WOODBURY, *Secretary.*

The object of this school is to educate for the practical affairs of life. In addition to a complete and systematic course of business training it instructs thoroughly in the English branches, in French, German, and Spanish, in civil engineering, surveying, drawing, telegraphy, phonography, etc.; thus affording a most useful course of instruction for boys, young men, and ladies, and rendering this school

THE MODEL COLLEGE OF THE PACIFIC.

The aim of the school is not alone to fit its pupils for clerks and book-keepers, but also to impart such a broad culture as is now demanded in a man of business affairs. The mere fact of being a commercial man should be a presumption that he is well educated and a gentleman. It is the design of this school—by its comprehensive course of instruction and its thorough training in mercantile affairs and correct business habits—to render its graduates distinguished by their gentlemanly ways and good business principles, as well as noted for industry, perseverance, and enterprise.

The Business Course.

This will include Book-keeping, in all its forms, by both single and double entry, comprising practical work in Banking, Judgment, Import and Export, Insurance, Brokerage, etc.; Arithmetic, including abbreviated forms of commercial calculation in use by good accountants; Penmanship, with complete analysis and movement exercises; Correspondence, comprising all the different forms with rules for use of capital letters and punctuation; Mercantile Law with lectures on all the important topics; English Branches, including reading, spelling, grammar, composition exercises, rhetoric, etc.; French, German, and Spanish; Drawing in its various forms; Business Forms of every variety; actual Practice in all kinds of business; Lectures on book-keeping, penmanship, business customs, political economy, and various topics calculated to impart to the pupil habits of industry, promptness in business affairs, and reliability of character.

The Plan of Instruction

Includes both class exercises and individual instruction. By this plan our pupils are advanced very rapidly, and greater progress is shown in the same time than in any other schools in one year. By our system the student is never retarded by those less advanced or of inferior ability, and is never obliged to remain idle waiting for needed instruction.

Theory and Practice

Are combined in such a manner as to make each a great aid to the other. No course of mere theory can be relied on as a training for business affairs. Our system comprises all the details and the practical workings of the counting house, bank, and business office. By its novel plan of operation the pupil is prepared to enter at once upon his duties as book-keeper, cashier, entry clerk, or accountant. During his course he is thoroughly instructed in managing books from single to double entry, detecting errors in books, opening and closing books in all kinds of business, making out all kinds of business statements and papers, writing up all the different forms required by the active business man. In fact our novel system of actual business practice has been pronounced by all who have examined its workings, the most complete and practical plan of instruction ever introduced into any school in the country—a fact which is amply proved by the business capacity of our graduates.

Rates of Tuition.

The rates of tuition for the business course, as above, are as follows:

Full Business Course, 6 mos.....	\$75	Evening Sessions, 6 mos.....	\$45
“ “ “ 3 “	50	“ “ 3 “	25
“ “ “ 1 mo.	20	“ “ 1 mo.	10

Pupils will be received for special instruction in any branch at reasonable rates.

Hours of Instruction.

Day sessions will continue each week day, except Saturday, from 9 A. M. to 12 M. and from 1.30 to 4 P. M. Evening sessions will continue from 7 to 9 P. M., during eight months, extending from first of September to first of May the following year.

Further Information.

Full particulars regarding the school and its workings may be had at the office of the College, 24 Post Street, or by addressing

E. P. HEALD, President Business College,
SAN FRANCISCO, CAL.