

# Heald's Business College,

24 POST STREET, NEAR KEARNY,  
SAN FRANCISCO.

Designed to impart a thorough English Education, a complete Business Training, and practical instruction in Modern Languages, Drawing, Telegraphy, etc.

## The School-Room and Counting-Room

Are united upon a plan that secures to the student all the practical advantages of each. There is in operation a Banking House, with Checks, Drafts, Notes, Bills of Exchange, Certificates of Deposit, etc., fully illustrating the banking business. The school-room is elegantly fitted up with

Merchandising, Jobbing, and Importing Emporiums,  
Insurance and General Banking Offices,  
Commission and Forwarding Houses,  
Express and Post Offices.

## SOME OF THE SPECIAL ADVANTAGES OF THIS SCHOOL.

The attention given to gentlemanly manners and correct business habits, and the fact that its Business Training is not confined to Book-keeping, Penmanship and Arithmetic, but imparts such useful information as the times now demand for a high position in the mercantile community.

The careful discipline which is maintained at all times in the school, and the requirement that every pupil shall be prompt and punctual in attendance, as well as energetic and business-like in all work, thus forming habits which are necessary to his future success.

The employment of only first-class teachers in every Department, and in sufficient numbers to give personal attention to every pupil.

Its complete system of ACTUAL BUSINESS PRACTICE, by which pupils are fitted to enter the Counting-house directly from the School.

The high standing of its graduates in the business community.

The pains taken for securing positions for graduates in good business establishments.

The admission of pupils of both sexes and of any age, thus rendering young boys more manly by the association with pupils of an older age.

In having the largest and best ventilated and arranged school-rooms, and the largest yearly attendance of any Business Training School in America.

The immediate notification of parents in case of absence of any pupil, and the pains taken to keep them informed of the progress and deportment of their sons.

The fact that each pupil becomes an elegant business penman before graduating.

Its Departments of Modern Languages and Drawing, in which pupils can receive instruction without extra charge.

Its complete Department of Telegraphy, in which students are fitted to enter at once upon their duties as operators.

Finally, its freedom from disadvantages of public schools in its exclusion of boys of a bad character; the gentlemanly deportment required from all pupils; in having no change of teachers; in giving individual instruction, and the consequent rapid advancement of each pupil; in the course of instruction being so arranged as to allow the student to enter at any time; in having no vacations to compel the pupil to leave before finishing his course; and in the honest endeavor of every teacher to promote the best interests of each pupil in the school.

## DEPARTMENT OF TELEGRAPHY.

This department is a complete institution of itself, and affords facilities for learning telegraphy practically and thoroughly. Instruction in this branch is of very little avail unless special pains are taken to train pupils for operators from the beginning; and a glance at our department will convince any one that we have the facilities for so doing.

## INSTRUCTION FOR LADIES.

Ladies are admitted into all departments of the College on the same terms and conditions as young men. Their progress in all branches thus far has been most flattering.

## GENERAL INFORMATION.

Pupils can enter the College at any time, and pursue their studies to graduation without interruption, if they see fit to do so. Pupils not sufficiently advanced for the Business Course can enter for instruction in the English Department.

Modern Languages and Drawing are optional studies, and may be taken or not as the student may see fit; but no extra charge will be made for them when pursued.

The discipline of the school is very careful, in order to impart such habits as shall conduce to the future success of graduates.

Visitors will be always welcome at the College, as we are pleased to have the public inform itself of the merits of our school.

For information on any point not fully understood, do not fail to call at the school, or to write to us.

## HEALD'S COLLEGE JOURNAL,

Published monthly by the College and containing full particulars regarding the Course of Studies, Expenses, etc., also, a large amount of interesting general reading, may be had free of charge, either at the College Office, 24 Post Street, or by addressing

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