

Heald's * Business * College,

24 POST STREET,

NEAR KEARNY.

Opposite Mechanics' Institute, SAN FRANCISCO.

E. P. HEALD, Pres't.

C. S. HALEY, Sec'y.

The Most Popular School on the Pacific Coast.

THE BUSINESS COURSE will include Book-keeping in all its forms, by both single and double entry, comprising practical work in Banking, Jobbing, Importing, Commission, Railroad, Brokerage, etc.; Arithmetic, including abbreviated forms of commercial calculations 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 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, Short-Hand, Telegraphy, Type-Writing, Business Customs, Political Economy, and various other topics calculated to impart to the pupil habits of industry, promptness in business affairs, and reliability of character.

INSTRUCTION FOR LADIES.

Ladies are admitted into all the 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. Those not sufficiently advanced for the Business Course can enter for instruction in the English Department.

Modern Languages and Drawing may be taken or not, but no extra charge will be made for them when pursued.

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

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

LIST OF FACULTY.

E. P. HEALD,
C. S. HALEY,
A. B. CAPP,

H. M. STEARNS,
T. R. SOUTHERN,
JAMES H. AYDELOTTE,
MRS. W. J. HAMILTON.

F. SERENI,
CHARLES H. SYKES,
A. VAN DER NAILLEN,

ASSISTANT TEACHERS:

HARRY CADMAN,
MISS VIRGINIA PATCHETT,

MISS HELEN M. CURTIS,
MISS G. I. SMART,

MISS FANNIE E. HALEY,
MISS LIBBIE SNELL.

RATES OF TUITION.

Full Business Course, 6 months.....\$75 | Telegraphy, 6 months.....\$50
" " " 3 " 50 | " per month 10

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

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 & CO.,

24 Post St., San Francisco, Cal.