

⇒ HEALD'S ⇐

BUSINESS COLLEGE

24 Post St., San Francisco.

E. P. HEALD, *President.*

C. S. HALEY, *Secretary.*

The design of this Institution is to impart carefully to persons of both sexes a thorough business Education. Also to educate them practically for Short-hand Writers, Correspondents, Amanuenses and Type-writers. Young men are carefully fitted for Bankers, Merchants, Book-Keepers, Cashiers, Clerks and Telegraph Operators by our great system of **ACTUAL BUSINESS TRAINING**. By this system, the pupil receives while in the school the same practice in conducting business affairs that he would in a *bona fide* Bank, Office, or Counting-House.

BRANCHES TAUGHT.

Single and Double Entry Book-Keeping,
Plain and Ornamental Penmanship,
Commercial Arithmetic,
Business Correspondence,
Mercantile Law,
Actual Business,
Merchandising,
Insurance,
Banking,

Short-Hand,
Modern Languages,
Telegraphy,
Railroading,
Stenography,
Brokerage,
Exchange,
Jobbing,
Mining,

Type-Writing,
Real Estate,
Commission,
Importing,
Forwarding,
Grammar,
Drawing,
Reading,
Spelling

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.

GENERAL INFORMATION.

Pupils can enter the College at any time. Pupils not sufficiently advanced for the Business Course can enter for instruction in the English Department.

Ladies are admitted into all departments of the College.

Short-hand, Type-writing, Telegraphy, 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 welcome at the College, as we are pleased to have the public inform itself of the merits of our school.

Tuition, \$75 for six months' course. There is no extra charge for any studies taught in the school.

For full particulars regarding the College, Course of Studies, Expenses, etc., Call at the

COLLEGE OFFICE, NO. 24 POST STREET,

Or Address for Circulars,

E. P. HEALD & CO.,

SAN FRANCISCO CAL.