

E. P. HEALD, Pres.

G. S. HALEY, Sec.

# HEALD'S BUSINESS COLLEGE

24 Post Street,

Opposite Mechanics' Institute.

SAN FRANCISCO.

The Most Popular School on the Pacific Coast.

THE design of this institution is to impart to persons of both sexes a practical and useful Business Education. Young men are thoroughly fitted for Bankers, Merchants, Bookkeepers, Cashiers, Shorthand Writers, Typewriters, Clerks, and Salesmen by our great system of **Actual Business Training**. By this system the pupil receives while in 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 Bookkeeping.	Shorthand.	Custom House Business.
Plain and Ornamental Penmanship.	Modern Languages.	Real Estate.
Commercial Arithmetic.	Typewriting.	Telegraphy.
Business Correspondence.	Railroading.	Commission.
Mercantile Law.	Stenography.	Importing.
Actual Business.	Brokerage.	Forwarding.
Merchandising.	Exchange.	Grammar.
Insurance.	Jobbing.	Reading.
Banking.	Mining.	Spelling.

## THE SCHOOLROOM AND COUNTINGROOM

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.

## 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, 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, Shorthand, Typewriting, and Telegraphy 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.

There is no extra charge for any study taught in the college; everything is included under one tuition fee of \$75.00 for the six months' course.

**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 Street, San Francisco, Cal.