

*M*  
*Peterborough*

**Business College**

SHORTHAND INSTITUTE,

**AND English Training School** 



# An Important and Exceptional Qualification.

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*The following, taken from the PETERBOROUGH DAILY EXAMINER, of the 30th of October last, is worthy of careful perusal, by those requiring a practical business education :*

## **CHARTERED ACCOUNTANT.**

“At the examination of the Institute of Chartered Accountants of Ontario, held in Toronto on the 17th inst, Mr. J. J. Rooney, of the Peterborough Business College, was one of the candidates, and Tuesday morning he received a letter from the secretary of the Institute notifying him that he has been successful in passing, and has been awarded a certificate of competency, entitling him to use the distinguishing letters C.A. (chartered accountant,) after his name. There is no other business college principal in Canada who has succeeded in passing this examination and is entitled to such distinction, and Mr. Rooney is to be highly congratulated on his success. Out of the whole Province of Ontario only four were successful at the recent examination. The Institute of Chartered Accountants is a corporation composed of expert and practical accountants, auditors and financial managers, from the largest cities and commercial centres of Ontario, chartered by the Provincial Legislature, with power to confer degrees and award certificates and diplomas to competent persons. Membership of the Institute of Chartered Accountants is gained by payment of a small annual fee of \$3, and is no guarantee of competency, while certificates and diplomas are awarded on passing a searching and practical examination, embracing difficult business forms, commercial calculations, and book-keeping in connection with any kind of business, including banking, joint stock companies, insurance, municipal and all financial corporations. The business college, with a gentleman, of such distinction as Mr. Rooney has won for himself, at its head, must commend itself to the good judgment of all who require a thorough training in commercial science.”



× × × ANNUAL × × ×

CIRCULAR AND CATALOGUE

OF THE

**Peterborough Business College,**

SHORTHAND INSTITUTE,

AND

*English Training School.*

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PETERBOROUGH, ONT.

Water Street, Opposite the Ontario Bank.

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PRINCIPALS AND PROPRIETORS:

G. S. BEAN, B.A., B.Sc., - - J. J. ROONEY, C.A.

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**Peterborough:**

J. R. Stratton, Printer, Book-binder and Stationer, 419 George St.

1889.



# Announcement. \* \* \* \* \*



In issuing this annual announcement, the proprietors of the Peterborough Business College desire to thank the patrons and friends of the College for their continued support during the past year. The success of the College has been most gratifying. The large and increased attendance show that the intelligent public appreciate the thoroughly practical and superior course given at this school.


An earnest request is made to those into whose hands this announcement may fall, to carefully examine its pages and see the *thoroughly practical courses* laid down in the several departments, and also the advantages offered over other institutions of a similar character.

We do not promise more than we do, neither do we make any exaggerated statements, but found our statements on past experience.

When it is considered that the staff is the *strongest* in the Province, and our new premises, which were opened last July, the largest and most completely equipped in the Province, we can assure future students advantages not possessed by any other College.

The most powerful agencies in increasing the attendance of the College has been the general satisfaction given our students; the loyal and strong recommendations given by them, and also the recommendation given by the citizens of Peterborough, who know us.

**BEAN & ROONEY,**  
Principals and Proprietors.

 A decorative flourish on the left side of the title, featuring a stylized figure or object. 

# PROVERB

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“No fountain can rise above its head,” is an old proverb, the full meaning of which it is well to consider when deciding which Commercial School to attend. So many claim they are the best, that it is a perplexing matter to decide.

It is not sufficient that a school has been established for over twenty-five years. Such a school will necessarily become fossilized in its methods, and will not be abreast with the advancements of the times. Nor is it any recommendation that the Principal received his education, or had office experience, twenty-five years ago. But, *what is necessary, is that the Heads of Departments have had a thorough training in the schools of this day; that they have proven themselves capable and successful teachers, and have had experience in the work which they teach.*

In this respect the Peterborough Business College stands at the head of Commercial Schools of the Province. No other institution can compare with this. Each member of the staff possesses a high class literary training, besides having had practical experience in the work taught.

The lack of scholarship in many Colleges is made up by excessive self-praise. Such Colleges cannot rise above the qualifications of their Principals, whose training ceased with the Public School, or High School, at most.

The Principals of the Peterborough Business College are men of undoubted ability. Mr. Bean has degrees and honors from the best Canadian and American Universities. Mr. Rooney, besides holding a first-class teacher's certificate, has been public accountant and auditor for a number of years, and is a chartered accountant for the Province of Ontario. The Peterborough Business College is the only College which has at its head a gentleman who has succeeded in passing the required examination, and gained a certificate of competency from the Ontario Institute of Chartered Accountants. It is, therefore, to the interest of all contemplating a College course, to place themselves under gentlemen who can serve them best, and give them most for their money and time.



# HEADS OF DEPARTMENTS

## G. S. BEAN, M. A., B. Sc., PRINCIPAL.

### MATHEMATICS, ENGLISH AND POLITICAL ECONOMY.

Mr. Bean received his elementary education at the Western Training School, London, and the Brantford Collegiate Institute. He matriculated from the latter into the University with Honors in Mathematics. Graduated with degree of B.A. in 1885, receiving first honors and medal. Received from Adrian College, Michigan, the degree of B.Sc., (Bachelor of Science), for special attainments in Mathematics and Science. Taught Mathematics and Book-keeping in the Bradford High School, and was, previous to entering the Peterborough Business College, Mathematical Master in the Peterborough Collegiate Institute. As a mark of respect and confidence on the part of the Peterborough Teachers' Association, Mr. Bean has occupied the President's chair. He has also been appointed Associate University Examiner in Mathematics.

## J. J. ROONEY, C.A., PRINCIPAL.

(Chartered Accountant, Ontario.)

### BOOKKEEPING, MATHEMATICS AND BUSINESS FORMS.

Mr. Rooney received his education at the Collingwood Collegiate Institute. Holds a first-class certificate, and is a teacher of eight years' experience, nearly five of which were spent as the Principal of the Town Schools, Ashburnham, from which he entered the Peterborough Business College. He received a special business training from Prof. John Tait, now President of the Omaha Business University. He also has had a large experience as a practical book-keeper and accountant. He had charge of the books for a general insurance agent for two years, and has been Special Auditor for the Town of Ashburnham for the past three years. As an expert accountant, Mr. Rooney has few equals, and as a teacher of Commercial Science, he is not excelled. His lectures to students on commercial papers are invaluable.

In evidence of the high regard he is held by his fellow teachers, he has been for the past three years Secretary and Treasurer of the Peterborough (Town and County) Teachers' Association, which position he still retains.

## R. D. NIMMO.

(Active Member of Canadian Shorthand Society).

### SHORTHAND AND TYPEWRITING.

Mr. Nimmo is specially prepared for Business College work, having been associated with them during the past three years. He is an expert Shorthander, as evidenced by his election to active membership in the Canadian Shorthand Society, which is a guarantee of competency. He is also a member of the Phonetic Society, England.

As a penman, Mr. Nimmo has no superior in Canada, and few equals.

## JAMES LOW.

(Expert Operator and Despatcher, G. T. R. Peterborough).

### TEACHER OF TELEGRAPHY.

Mr. Low received his education at the Markham High School. He has had eight years' experience in the employ of the Grand Trunk Railway. Mr. Low will take the class in Telegraphy from 9 a. m. to 12 each day.

## A. STEVENSON, B. A.

(Barrister and Solicitor, &c.)

### TEACHER OF COMMERCIAL LAW.

Mr. Stevenson is a graduate of Toronto University, and a member of the well known law firm of Dennistoun & Stevenson.

—••PETERBOROUGH••—

# Business College, Shorthand Institute,

AND

## ENGLISH TRAINING SCHOOL.

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### OUTLINE OF COURSES.

The aim is to give our students that which will be of real service to them in after life ; to fit them in the shortest possible time, and at the least possible expense, for successful business careers.

#### **I.—BUSINESS COURSE. SEE PAGES 11, 12, 13 AND 14.**

OBJECT.—To train for Book-keepers, Accountants and Financial Managers. This course includes :

Spelling,	Book-keeping,	Commercial Arithmetic,
Correspondence,	Practical English,	Business Forms,
Business Penmanship,		Mercantile Law,
	Banking and Actual Business Practice.	

Total necessary expenses, including tuition, board and books, need not exceed \$100.

#### **II.—SHORTHAND AND TYPEWRITING COURSE. SEE PAGES 15 & 16.**

OBJECT.—To train for Amanuensis and Practical Reporters. This course includes :

Spelling,	Business Penmanship,	Amanuensis Work,
Correspondence,	Practical English,	Practical Reporting,
	Typewriting on Standard Machines.	

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**III. TELEGRAPHY. SEE PAGES 22 AND 23.**

This includes a knowledge of Telegraphy in all its departments ; also spelling and penmanship.

**IV.—PENMANSHIP COURSE. SEE PAGES 17 AND 18.**

This is designed to prepare those who wish to become professional penmen. It includes :

Business Writing,	Lettering, Roman,	Sketching, Engrossing,
Card Writing,	Old English, &c.	Illuminating, &c.

**V.—ACADEMIC DEPARTMENT.**

This is intended for those whose early training has been neglected, and also for those who do not wish a special business training, but desire a good English education, similar to that given by our High Schools, not including ancient languages. It is in this department that those who are preparing for the Civil Service Examinations, enter. It includes all studies required in a complete English elementary training, such as Dictation, Composition, Grammar, History, Geography, Arithmetic, Penmanship, &c.

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**LECTURES AND ENTERTAINMENTS.**

Besides the regular courses of study given in the College, the students will have the opportunity of hearing a number of prominent gentlemen on a variety of subjects, all bearing directly on the work of the College, and intended to enlarge the student's business capacity. Along with the routine work of the class-room, these lectures form an admirable addition, and do much to impart that enthusiasm and inspiration so necessary for a professional business career.



# Rates of Tuition

PAYABLE ON ENTERING.

## BUSINESS COURSE.

Scholarship for complete course, allowing student one year to complete the work and privilege of reviewing at any future time .....	\$40 00
Scholarship, 3 months .....	30 00
“ 1 month .....	12 00

## SHORTHAND AND TYPEWRITING.

Scholarship for complete course, allowing student one year to complete the work and privilege of reviewing at any future time .....	\$40 00
Scholarship, 3 months .....	30 00
“ 1 month .....	12 00

## TELEGRAPHY.

Scholarship, complete course, 5 months .....	35 00
“ “ “ 3 months .....	25 00

## PENMANSHIP.—SPECIAL ORNAMENTAL COURSE.

Scholarship, 4 months .....	15 00
“ 2 months .....	10 00

## ACADEMIC DEPARTMENT.

One year, (10 months) .....	40 00
Six months .....	25 00
Three months .....	15 00

## REDUCTIONS.

Ladies get a reduction of 10 per cent. from the above rates.

Any student taking more than one course will receive the second one at half the regular rate.

When two or more students enter at the same time and come from the same place, a reduction of 10 per cent. is made from each scholarship.

When two or more enter from the same family a special reduction is made.

**THE COST OF A COURSE IN THE PETERBOROUGH BUSINESS COLLEGE.**

The following will give a correct estimate of the necessary cost of a full course to a diligent student with fair ability.

Tuition, 3 months.....	\$30 00	Tuition, 4 months.....	\$40 00
Board at \$2.75.....	37 75	Board at \$2.75.....	46 75
Stationery .....	7 00	Stationery .....	9 00
	\$72 75		\$95 75
Total .....	\$72 75	Total .....	\$95 75

If the time extends over 4 months, the only additional cost will be the board. In order to satisfy the public that the above estimates are correct, the proprietors of the college will give 4 months tuition, first class board, and stationery for the sum of \$93.00.

**COST OF A BUSINESS TRAINING, SMALL.**

The advantage gained to parents from a financial point by placing their sons and daughters in the Peterborough Business College is manifest. Not only is there a great saving of time (especially if the teaching profession is taken as an alternative) which amounts to two or three years, and the board for that length of time, but the additional amount earned by the Business College graduate, while the High School student is still pursuing his course, is considerable. Some of the students from this college have entered immediately upon lucrative employment, making as high as \$600 the first year, and that after a term of instruction of less than 5 months. We refer with pleasure to the ease with which our students find employment both as accountants and shorthanders.

**BOARDING HOUSES.**

The Principals have a select list of Boarding Houses in which to place their students, so that the moral and social standing will be cared for.

## New College Building. ❀ ❀ ❀ ❀ ❀

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The Peterborough *Daily Examiner*, of June 25th, has the following to say with reference to our New College Building :

“The Peterborough Business College, Messrs. Bean & Rooney, proprietors, is meeting with great success, and the number of students in attendance, and applying for admission, require even more commodious premises than at present occupied by them on Hunter street. Accordingly, Mr. James Stevenson has fitted up in excellent style, elegant new College rooms on Water street, opposite the Ontario Bank. Unlike most Business College apartments, these are upon the second floor, and easy of access by a wide, straight, easy stairway. At the landing of the stairs, a door to the left admits to the reception room, a large, well-lighted apartment. Off this opens the office of the proprietors, finely fitted and, like the reception room, neatly carpeted. Off the reception room opens

### **A LARGE CLASS ROOM,**

20x24, fitted up specially for stenographic instruction. In rear of this, separated by a screen of frosted glass and folding doors, with a separate entrance from the hall, is the

### **BUSINESS PRACTICE DEPARTMENT,**

33x25 feet in area. On one side a counter, similar to a bank counter, extends, fitted up like a regulation banking office, besides three other practical business offices, with the addition of a number of small tables for the accommodation of two students each. In this room the pupils see in actual operation, and take part in, the actual transaction of business, the principles of which are taught in the

### **THEORY DEPARTMENT,**

which has its place in a large room in rear of the practice department. This room is 33x50 feet in area, and provides comfortable seating accommodation for 150 students. This room is also separated from the room adjoining, by a frosted glass screen, and has folding doors. By means of the folding doors the whole three rooms can be thrown *en suite*, making practically, if necessary, one room of the length of about 110 feet, by a breadth of 33 feet. These rooms are all well lighted and admirably

adapted to the purposes of the institution. The wood-work is painted in a warm, cheerful tint, and the walls are elegantly finished. Along the north side of these three rooms runs a wide line of black-board. The floors are of oiled maple, and altogether the rooms are commodious, bright and cheerful. Accessory to these are large cloak-rooms for ladies and gentlemen respectively. Attached to the former is a well-fitted lavatory, etc. The artificial lighting is done by means of gas. Altogether, the new premises of the Peterborough Business College answer the purpose admirably, and there is, perhaps, only one establishment of the kind in the Province that has as good premises.

“The rooms will be ready for occupation in a few days, and advantage will be taken of the dull business season to make the removal, though it is probable that there will be no cessation of teaching, a summer session for the benefit of teachers being one of the items on the teaching programme.

“The *Examiner* congratulates Messrs. Bean & Rooney upon the securing of elegant and suitable premises, and wishes them a corresponding increase of patronage, and that general success which their enterprise and the valuable work their Business College is doing, amply deserves.”

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## Description of our Business Course.

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This course has become what it is by a process of growth. The object in preparing it was two fold : *first*, to impart a practical knowledge for the duties usually involved in the counting house : and *second*, to impart information equally valuable for those who contemplate an active business career without reference to the office.

The arrangement of such a course has required of the Principals much thought, and to this end they have visited the best business schools in the Province to learn by their experience.

The uniform success of the graduates of the Peterborough Business College, and the enthusiasm with which the students enter the work, lead the Principals to the belief that no better course can be given than that used in this college.

On entering, the student is given a *term card*, which outlines definitely the amount of work and time required. As each section is completed, the

work is handed to the head of the Department, the result of which, if correct, is placed on the card. This secures to the student a uniform rate of progress, and also a clear knowledge of the work as he proceeds.

#### **THEORY AND PRACTICE IS COMBINED**

throughout the whole course, in such a way as to gain the very best results in the amount of work completed, and also in time required, consistent with a comprehensive, yet clear, idea of such work.

#### **COMMERCIAL ARITHMETIC.**

Bookkeeping is purely mathematical, consequently considerable time is given to this very important subject. The Peterborough Business College gives a course superior to that of other colleges, inasmuch as it has gentlemen on its staff capable of giving sound instruction in this subject.

All the students in the business course receive daily instruction in all the practical applications of arithmetic. The course includes a thorough drill in the elementary rules. Interest, Discount, with short methods of computing each, Profit and Loss, Exchange, Commission, Brokerage, Taxes, Partial Payments, Equated Time, Equation of Accounts, Partnership Settlements, Measurements of Areas, Measurement of Solids, etc.

#### **BOOK-KEEPING.**

This section constitutes the framework of the business course. It is divided into 3 classes, viz., Primary, Senior, Business and Office Practice.

A definite amount of arithmetic is assigned to each class, so that clear notions may be had of every step.

In the Primary class the student is thoroughly grounded on the Fundamental principles of book-keeping. He learns how to journalize, post and close the ledger. This class covers about the same ground as do students in the High School. After having passed the required examinations he then enters the

#### **SENIOR CLASS,**

where he is introduced to a variety of forms of books and special methods. Here he becomes acquainted with every form of business paper, such as notes, drafts, invoices, &c. The following lines of business are represented in our Senior Bookkeeping Class :—Grocery, Hardware, Dry Goods, Boot and Shoe, Commission, Manufacturing, Wholesale, Banking and Brokerage, and Joint Stock Company, &c. After the student has completed these sets, made out balance sheets, and passed all required examinations, he enters the



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**DEPARTMENT OF BUSINESS PRACTICE.**

This is a special feature in the Peterborough Business College, and it is this which has contributed so largely to the success and growth of the college and the advancement of the students.

This department is a practical test of all the work previously done. The student now becomes the merchant and is introduced to every form of commercial paper met with in a wholesale and retail business. Complicated sets of books are to be attended to, as well as complicated transactions, the drawing of all kinds of documents, including *notes, cheques, drafts, certificates of deposit, receipts, leases, contracts, mortgages, discharges of mortgage, and other legal papers.* He also must write business letters, letters of recommendation, telegrams, orders, advertisements, &c.

The great variety of transactions illustrated, the number and character of documents employed, together with the labor-saving methods, have challenged the unqualified admiration of commercial educators and business men. The system adopted and carried on in this College is the best now in use.

**OFFICE DEPARTMENTS.**

In our new building we had fitted up elegant and complete office apartments. No other College in Canada is now better prepared to give its students a thorough and advanced drill in office and practical work than the Peterborough Business College. Every convenience and requirement is furnished, complete sets of books for wholesale trade, similar to those used in well appointed wholesale offices, fyles, &c.

**THE COLLEGE BANK.**

After passing through the various offices, the student enters the bank and takes, in proper order, the positions of discount and collection clerk, teller, ledger-keeper, accountant, &c.

This bank is a perfectly equipped department. All its transactions are *bona fide*. Accounts are kept as accurately as in a regular chartered bank.

**COMMERCIAL LAW.**

A knowledge of Commercial Law is indispensable to every business man. Many needless losses and failures occur through ignorance of the law. While it is not our design to make lawyers, yet it is necessary that our students, in order to be perfectly fitted for the duties of managers and business men, should know the law in relation to business transactions.

Recognizing the necessity of this, the College has secured the services of A. Stevenson, Esq., B.A., a member of the Peterborough Bar, to deliver a full course of lectures and examine the students in this subject.

Prominent among the subjects discussed will be contracts, partnerships, involving the liability of partners to each other and to the public, the relation of principal and agent, landlord and tenant, sales of property, insurance, promissory notes, bills of exchange, leases, mortgages, &c., &c.

#### **SPELLING.**

Each day the students, who are in any way deficient in an elementary English education, are practiced in spelling. The text book used is the Practical Speller, published by the College. It contains about 3,000 words which daily occur. Principal Rooney is the author of this noted and high-class work.

#### **CORRESPONDENCE AND PRACTICAL ENGLISH.**

Considerable attention is given to these subjects. Our method of teaching these is well calculated to give the student facility in the right use of the English language without wasting time on the theoretical parts of the subjects. The course takes up fully orthography, punctuation, use of capitals, construction of sentences, &c.

#### **POLITICAL ECONOMY.**

In order that the business public may clearly understand the bearing of "Unions," "Strikes," &c., on our commercial life, it is evident that they should know the relation between capital and labor, the laws that govern wages, prices, values, taxation, production, distribution of wealth, balance of trade, &c.

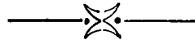
The practical value of a course in Political Science is shown by the fact that the various Universities, within the last two or three years, appointed professors of this subject.

Principal Geo. S. Bean, B.A., B.Sc., will have charge of this work, and will also be assisted by other gentlemen prominent in business and professional life.

#### **PENMANSHIP.**

Business Penmanship is taught one hour each day, and is required of all students. In this department no flourishing is allowed. The points sought to be gained are: legibility, rapidity, and neatness. Our students make great progress, and have been successful in carrying off the first prizes at the leading exhibitions.

# Shorthand and Typewriting



In this college, Shorthand and Typewriting form a distinct department. We have separate rooms, and the students are under personal supervision and instruction of a gentleman who is an Active Member of the Canadian Shorthand Society.

The success of the students in this department has been such that the proprietors will spare no pains or expense to continue to keep this department ahead of all other schools of shorthand. During the past few months we have placed students in the offices of the Superintendent of G. T. R., Belleville, and Sir Adolphe Caron, Minister of Militia, Quebec. Such positions speak well for the class of work done in this Institution.

The demand for shorthanders and typewriters is constantly increasing, so much so, that this year we have been unable to supply the call for young gentlemen to take office positions. We have had calls for competent students from Hamilton, Toronto, Ottawa, Belleville and Quebec.

## A WARNING.



There are many so called shorthanders whose speed is such that they can make no practical use of their knowledge. A speed of 50 to 80 words is not of much practical value, such speeds being attained by self instruction, or at some private school. Even some Business Colleges deem 100 words per minute sufficient. But those who do so, especially those who give *shorthand free*, are misleading the student seriously. Either they do not know the requirements of a shorthander, and are thus incapable of giving instruction, or they use this questionable means of bogus advertising.

Our work is divided into sections, corresponding with the work shorthanders are required to do :

- 1—The Amanuensis or Office Clerk.
- 2—Expert or General Stenographer.

The latter are those who are best paid, for the fact that the greatest degree of skill and the highest order of talent are called forth. The salaries of this class range from \$600 to \$2,000, and, in exceptional cases, as high as \$5,000.

It is, in view of the facts that, in order to prepare students for this latter class, as well as for amanuensis work, and also the large salaries attached to good positions, that the Peterborough Business College has made this department a distinct one, and also employed a teacher who is an expert, and thus capable of giving this advanced and superior instruction.

The reason why so many fail is the method pursued and the closely following of text books, instead of seeking the direction and instruction of a practical shorthand.

#### **SHORTHANDERS AND SITUATIONS.**

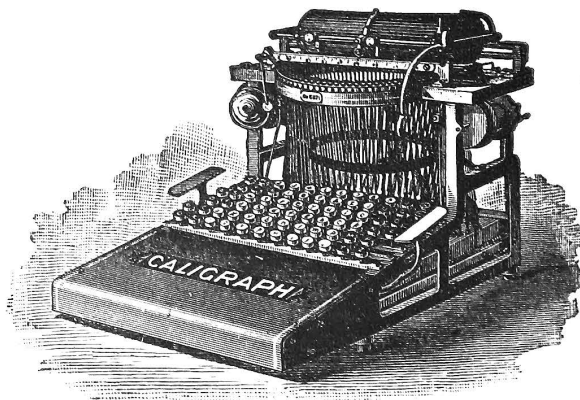
Any shorthand who completes our course can not fail to secure work at a good salary, if desirous of doing so. We have had the refusal of more places than we have had students to place in them. This is owing to the fact that business men have found our course of study is such that graduates are fully competent.

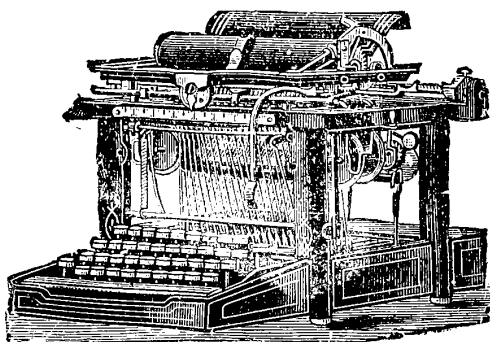
#### **TO THE BUSINESS PUBLIC.**

We would request business men, officials, &c., who need competent stenographers, to continue to write us. We have enlarged our facilities, and can thus prepare more to fill offices.

#### **TYPEWRITING.**

Along with Shorthand we give a complete course in Typewriting. At no time was there such need as now for all labor-saving means. The Shorthand needs the Typewriter in order to transcribe his notes into plain English. The accompanying cuts give a good idea of the leading styles of writing machines.





We instruct our students on the leading machines. We carry a full line of all, so that our graduates are competent to go into any office, no matter what machine is used. In this respect we are superior to other institutions who have but one machine. This is one reason why some are giving Shorthand and Typewriting free.

#### DIPLOMA.

Graduates of the Shorthand and Typewriting course receive a special Diploma, which all will find an invaluable introduction to those seeking good positions.

## Penmanship

PLAIN WRITING.—A good, easy hand writing is of the utmost importance to all classes of persons. No other attainment assists the same number of young ladies and gentlemen to positions of profit and confidence as that of penmanship, and we believe it is within the reach of all persons possessed of common sense and one good hand.

We have made a study of what business men require in the way of penmanship, and it is our aim to teach our students that style of writing that meets with the requirements of business.

Our method is to give full illustrations upon the blackboard, pointing out the most common errors, and thereby assisting the student to correct them at once; also extensive drill on all the small letters, separately and combined, and writing figures, as well as daily practical drill on all features of business penmanship.

#### THE TEACHERS' COURSE

in this institution is designed to prepare those who desire to teach or become proficient in the art as an accomplishment.

There is no branch of common school education that is so imperfectly understood and taught as this, consequently principals of schools and colleges are demanding a more satisfactory plan of instruction than that given in printed copy-books, and, as a result, good teachers are in demand.

### ORNAMENTAL PENMANSHIP.

School teachers can pursue this course and not only enlarge their field of usefulness, but greatly increase their income by organizing night classes in their own or adjoining neighborhoods.

The course is systematically arranged. Principles, letters, sentences, plain writing, Spencerian penmanship, artistic lettering, flourishing and ornamental capitals, blackboard writing, English, German, and church texts, Mediæval, Egyptian block lettering, designing, engrossing, illuminating, and automatic pen-work are taken up as the student is capable, and are thoroughly mastered.

The student on passing an examination on the principles, method of teaching, and executing a piece of pen-work of his own designing (which must be original), receives the diploma of this department.

The time required for completing the course in plain and ornamental penmanship is from three to six months, depending largely upon the ability of the student and the earnestness with which he applies himself.

During the past summer vacation a number of school teachers pursued a partial course in this department, some of whom made very rapid progress.

### TESTIMONIALS.

Mayor Stevenson, M.P., says "the College had been a marked success. The students, many of whom came from a distance, had succeeded well, and many of them were filling very important positions. The College had been a benefit to the town and to the students. There was every prospect that it would be successful in the future and would continue to benefit students and the town."

The Grand Trunk Railway Company of Canada, }  
Assistant Superintendent's Office. }

BELLEVILLE, Sept. 9th, 1889.

I take pleasure in stating that I attended the Peterborough Business College for about six months, taking a course in Finance, Shorthand and Typewriting, and find that the knowledge imparted there during that time is very useful in my present vocation.

I can cheerfully recommend this institution to any one wishing to acquire a good business training.

JOHN CROWE.

This is to certify that we attended the summer class for teachers in the Commercial Department of the Peterborough Business College, during the past vacation, and can highly recommend the course of instruction pursued at this institution. We shall hail with delight the time when we shall be enabled to

return to complete the course. The teachers of the College are energetic and thorough masters of their work in every department, and spare no pains to give students the very best training possible.

Signed on behalf of the class,  
 \_\_\_\_\_  
 JAMES BEATH,  
 G. W. SHIELDS  
 EMILY COOMBS.

PETERBOROUGH, Aug. 14th, 1883.  
 This is to certify that we have spent our holidays at the Peterborough Business College, and can recommend the summer course in Shorthand and Penmanship to our fellow teachers,

W. M. MATCHETT  
 THOMAS DODDS,

I have much pleasure in stating that, having enjoyed the privilege of taking a course in the Peterborough Business College, I can gratefully bear testimony to the advantages derived from such course. The thorough scheme of instruction, and the happy combination of the theoretical and practical, involved in the method of imparting it, give those desirous of becoming thoroughly grounded in a general business education, an opportunity which, I believe, cannot be excelled.

Yours respectfully, A. H. STRATTON.

I have been greatly benefitted by my course in the Peterborough Business College, and have no hesitation in recommending the above institution to any young man who desires a thorough, practical business education. Wishing you much success, I have the pleasure of remaining,

Yours very truly, M. H. McWILLIAMS.

At the completion of a course in Section "A," at your College, I feel very grateful, indeed, for the valuable instruction I have received during the term. I can heartily recommend the Peterborough Business College to any young man who would like a good practical education.

Hoping that the utmost success may crown your labors,

I remain, yours truly, H. G. WEBBER.

Having attended the Peterborough Business College for about four months, I take great pleasure in testifying to the excellent work which is being done there. I feel that I have been very much benefitted by the instructions I received, and would advise all who want to get a really good business education, to attend there, where they will receive the best of attention, as the teachers are capable and painstaking.

W. J. WHIBBS.

It affords me much pleasure, after an attendance of three months, to bear testimony to the excellency of the course of instruction given at the Peterborough Business College. I do not regret having chosen this College as the place to obtain a practical business education, and can recommend it to others in search of the same.

CHRISTINA L. SMYTH.

For the last three months I have been a student of the Peterborough Business College, and am well satisfied with the progress I have made. I take great pleasure in recommending the Peterborough Business College to all young ladies and gentlemen who wish to get a practical business education.

R. A. SMYTH.

At the completion of Finance Course, at your College, I feel very grateful to you for the valuable information which I have received under your instruction, especially in penmanship, and shall be ever ready to highly recommend your College, as an institution where every young man may receive a practical education, and to testify to your ability as a teacher

Hoping your labors may meet with every success,

I remain, yours very respectfully, J. G. CLARK.

### What Inspectors Say of the Principals of the Peterboro' Business College.

"Mr. Bean is a man of exemplary character and a most efficient teacher."—THOMAS McKEE, I. P.S., South Simcoe.

"Mr. Bean is a teacher of great tact, energy, perseverance and enthusiasm."—ISAAC DAY, I.P.S., Orillia.

"Mr. Rooney taught the Dunsford school for three years very successfully."—J. H. KNIGHT, I.P.S., East Victoria.

"Mr. Rooney was for several years Principal of the Ashburnham Public School, and his leaving was to me a matter of great regret."—J. COYLE BROWN, P.S.I., County Peterborough.

### The Press Unanimous in its Praise of the Peterborough Business College and its Proprietors.

"The course in the College is essentially a practical one, and, as a result, students are remarkably successful after graduation, not one of them being at present out of lucrative employment. Every department is personally supervised by the Principals, and students may depend upon getting the greatest possible amount of personal attention. Any young man or woman desirous of obtaining a business training, should write to the Principals for full information, which will cheerfully be given."—*Port Hope Times*.

The *Lindsay Post*, in speaking of the Peterborough Business College, says :

"Messrs. Bean & Rooney are now the Principals and Proprietors of this very desirable institution. They are both men of more than ordinary ability, and are doing their best to make their College unsurpassed. Their staff of assistants is efficient, and, besides, the Principals spend all their time in the College at actual teaching, and thus affording their students the very best advantages for personal instruction. \* \* \* As a proof that the Principals of the Peterborough Business College enjoy the confidence of those acquainted with them, the fact may be pointed to, that the attendance from the Town of Peterborough alone is now double what it ever was before."

The *Catholic Record*, of London, Ontario, Sept. 7th, 1889, says :

"On the occasion of a recent visit to the beautiful Town of Peterborough, the writer called at the Peterborough Business College and Shorthand Institute, located on Water Street, opposite the Mechanics' Institute. This excellent institution imparts a most thorough business education to young ladies and gentlemen in a most practical and systematic manner. The branches taught are book-keeping, business forms, correspondence, commercial arithmetic, exchange, shorthand, typewriting, telegraphy, and, in fact, everything necessary to carry on any business. The system in vogue is of such a character that the time usually required to impart a thorough business training is very materially reduced, thus enabling pupils to obtain an education at a minimum cost. The faculty of the College are :—Geo. S. Bean, B.A., B.Sc., Principal of Actual Business Department ; J. J. Rooney (first class certificate), Principal of Theory Department ; R. D. Nimmo, Teacher of Shorthand and Penmanship ; A. Stevenson, B. A. Barrister and Solicitor, Teacher of Mercantile Law ; James Low, Teacher of Telegraphy."

"No other similar institution has more ability at its head, nor more experienced teachers. Every department has a specialist. For a thorough business education it cannot be excelled."—*Collingwood Bulletin*.

The *Peterborough Daily Review*, in commenting upon the College, said :

"The College has entered upon a period of unparalleled prosperity. Owing to the expansion of their business, a change has been made and Mr. J. J. Rooney, head master for the past four years of the Ashburnham schools, has entered into partnership with Mr. Bean. Mr. Rooney is an educationalist of experience. He received a training at the Collingwood Collegiate Institute, which has more than a provincial reputation, where he took a special business course. He received a first-class certificate from



that school in 1884, standing at the head of a large class. He taught four years in Dunsford village, Victoria County, and four years as principal of the Ashburnham schools, with great success, and was re-engaged, but resigned to take this position in the Business College. He is well-known in the whole of Central Ontario, and is a valuable addition to the staff of the College."

"Perhaps no other Business College in Canada is at present enjoying the success which falls to the lot of this institution during the past year. Messrs. Bean & Rooney are now its proprietors and principals, and there is no doubt it could not have fallen into more competent hands, as they are energetic and straightforward business men, both enjoying wide reputation not only as business men, but as excellent teachers."—*Lindsay Warder*.

"We would heartily recommend this College to any student who wants to get the best for his money."—*Canadian Pacific and Steamship Journal*.

"The students of this College, have been marvelously successful, not one of its graduates at present being out of employment, and many being in the most responsible positions that can be secured."—*Oroon News*.

"Any person requiring a really first-class business education should attend the Peterborough Business College."—*Shelburne Free Press*.

"The Peterborough Business College, the most practical school in Ontario, for a complete course in commercial science."—*Cobourg World, Nov., 1888*.

### Recent Newspaper Clippings of this Year.

"Miss L. Britton, a recent graduate of the Peterborough Business College in the Shorthand and Typewriting Department, has received the appointment of stenographer in the law office of Messrs. Caron, Pentland & Stewart, Quebec City. Sir Adolphe Caron, Minister of Militia, is senior member of this firm. This speaks volumes for the institution which fits young men and women to fill such responsible position."—*Examiner*.

"Mr. A. E. Pearse, of Mitchell, entered the Business College to take a course in Finance. Mr. Pearse passed seven Business Colleges on his way to town."

"Mr. Mowbray Nesbitt, son of Rev. G. Nesbitt, rector of St. James Church, Sutton West, York County, has entered the Peterborough Business College to take the Commercial Course of the College. This is another token of the popularity of this institution; Mr. Nesbitt choosing this College after a judicious enquiry into the management of the best Business Colleges in Ontario."

"Mr. Fred Cocks, who took the first prize for penmanship at the Peterborough exhibition, is a pupil of the Peterborough Business College. He is under fifteen years of age, and his success is a good criterion of the excellence of this institution in penmanship."

"The following students have entered the Peterborough Business College during the present week:

Mr. L. Shields, Middlesex County.

Mr. F. E. Pearse, Mitchell, Perth County.

Mr. Jas. Beath, Pontypool.

Mr. T. Dodds, South Monaghan.

Mr. W. Matchett, Otonabee.

Miss Burke, Bridgewater, Hastings County.

Miss Cameron, Town.

Miss Coombs, Smith."—*Review, August, 1888*.

N.B.—Such is the record of the first week in August of the Peterborough Business College, when other Business Colleges are closed for the holidays.

# Telegraphy Course. \* \* \* \*

Our department in Telegraphy is admirably arranged for sound instruction. The art of Telegraphy has come into such use that the highest importance is attached to the subject. In order that our students may receive the most thorough and practical instruction, we have engaged Mr. James Low, Train Despatcher and Operator on the G. T. R., to give instruction in this department. Mr. Low will give 2 to 3 hours individual instruction to each student daily.

The students are examined and tested by the experts on the C. P. R. and G. T. R. roads. After having completed our course the student is thoroughly qualified to take an office and command good wages.

## THE MORSE TELEGRAPH ALPHABET.

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	&	

## NUMERALS.

1	2	3	4	5
6	7	8	9	0

## PUNCTUATION.

Period.	Comma.	Semi-colon.	Quotation.
Exclamation.	Interrogation.	Parenthesis.	Paragraph.

## DEMAND FOR OPERATORS.

The demand for operators is constantly increasing, and will increase more rapidly in the future. The extension of the great telegraph lines,

incident to the great railway interests makes a *constant and increasing demand* for competent telegraph operators.

#### TIME REQUIRED.

This depends a great deal on the attention and aptness of the student, and varies from 3 to 6 months.

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## ENGLISH TRAINING SCHOOL. \* \* \* \*



This is a course entirely distinct from the Business College, and is intended for those who have had their early education neglected. Many young men and women do not desire attending the public schools, neither do they wish to take the full course leading to and through the high school, but wish a short thorough drill in the elements of a good English education. For this class the school exists. Another important class of students are those preparing for the civil service examinations. All promotions in government offices are made through the civil service examination, consequently the number of such students is great. The subjects taught in the school are mainly those of the English and Mathematical Departments of the High School and those for Civil Service Examination.

#### TO PARENTS.

Parents will do well to make enquiries of us concerning this department of our work. By our system of individual instruction, we advance our students much more rapidly than can possibly be done by the class system. We come in personal contact with each student and meet their individual difficulties. To those who come from a distance we have made arrangements with Principal Duff for board, should the parents wish personal supervision over their sons.

#### TUITION PAYABLE MONTHLY.

In this school, tuition is payable monthly, and parents can rest assured that those placed under our care will receive the best attention. Any course of study may be arranged for by the parent, conducted by the very best of teachers.

# General \* Information

. . . . .

**Qualifications for Entering.**—Any one of good character, over twelve, may enter any department of the Business College. There is no entrance examination.

**Time of Entering.**—Students may enter any week day during the year. We have no summer vacations.

**Complete or Partial Courses.**—Students may select any department, or subject in any department. Those who desire to graduate must take the full course in the department chosen.

**Time Required.**—The time required varies with different students. It depends upon the previous acquirements, natural ability, and application of the student. The average time is about four months. But a longer time is requested, if such is at the student's disposal.

**Diploma.**—Every student, who completes any of the courses of study, receives, at graduation, a diploma of artistic design, made exclusively for this College. This diploma indicates the course of study pursued, and carries the seal of the College.

**Reports.**—Parents, who desire it, may have monthly reports sent. These reports will show the percentages taken at the regular examination, the number of times absent, &c.

**School Hours.**—Lessons commence at 9 a.m. At 4 p.m. all may go who wish, or they may remain until 5.30 p.m. and receive instruction. The Principals and Teachers are always glad to assist.

**Books and Stationery.**—All supplies can be secured at the College, and cost from \$6.00 to \$9.00, varying with the economy of the student. The stationery is purchased as required. Prices of all supplies are put up in College for the benefit of students.

The College will, if desired, furnish everything for full course for \$8.00, if paid when entering.

In shorthand course the stationery will vary from \$3.00 to \$5.00.

**Board.**—A list of good houses, approved by the Principals, can be furnished at the office of the College. The price varies from \$2.50 to \$3.00 in the best families.

**Home Study.**—Our students are provided with a definite amount of home work. Our system is admirably arranged, so that, by improving the evenings, students carry heavier courses and shorten the time.

**Attendance.**—Students are expected to be in regular attendance each day to answer to their names. Absentees are required to give reasons for absence.

**Situations.**—It is our pleasure to aid our students to good positions, whenever they are qualified. During the past year every graduate has found remunerative employment. Several other good positions could have been filled, had we competent students to take them, especially in shorthand work.

**Individual Instruction.**—All our students receive individual instruction. By this system, students are advanced rapidly. Those who are backward, are thus much benefited, by not being brought into competition with those who are advanced.

**Expenses Compared.**—To those who feel that the expenses of attending a Business College are high, we would say, that if the expense of attending a High School for the purpose of becoming a teacher, be compared, it will be found that those of attending a High School are four or five times more, besides, the Business College student will, with the practical knowledge, have gained one or two years' salary, while the High School student is yet preparing.

**Circulars to Friends.**—We are always glad to furnish, free, our circulars, or other information, to any one desiring to pursue a course in a Commercial School, or to those who desire to learn about our school.

**Summer Classes.**—Special classes in Commercial Work, Shorthand, Typewriting, and Penmanship, are carried on during the summer months, for the accommodation of teachers and others.

During the past summer we had a class of between thirty-five and forty in attendance in the various departments.

Special reductions in all departments are offered to teachers during the vacations.

## Where Some Students and Graduates of the Peterborough Business College May be Found.

- Miss Lillian Britton, stenographer in the office of Sir Adolphe Caron, (Quebec.  
 John Crowe, stenographer in the office of Assistant Manager G.T.R., Belleville.  
 Miss B. Griffith, book-keeper, with J. W. Flavelle, produce dealer, Peterborough.  
 John Anderson, stenographer and assistant book-keeper, with the Peter Hamilton Manufacturing Co., Peterborough.  
 T. J. Parker, accountant, with J. Mervin, wholesale and retail dealer, Peterborough.  
 R. J. Kidd, book-keeper, Port Perry.  
 Miss B. J. Ratcliff, stenographer, with Cameron & Spencely, barristers, Toronto.  
 Alex. Bell, stenographer, Chas. Stark & Co., Toronto.  
 M. McWilliams, Sun Life Assurance Co., Peterborough.  
 E. N. Easton, accountant, with Lindsay Suspender Manufacturing Co.  
 A. O'Connell, accountant, with W. J. Morrow, Peterborough.  
 D. A. McKay, accountant, with Carmichael & Co., Rat Portage.  
 J. K. Hunter, on the staff of the East Saginaw Business University.  
 W. S. Hawthorn, commercial agent, Chicago.  
 John Lavery, book-keeper, Crossen Car Works, Cobourg.  
 A. H. Stratton, accountant, with J. R. Stratton, M.P.P., publisher.  
 E. R. Wood, Secretary of the Central Canada Loan and Savings Company.  
 G. R. Powell, with Powell Bros., Cayuga, Ont.  
 A. Hilliard, Canadian Bank of Commerce, Toronto.  
 Thomas Allum, accountant, Christian Guardian office, Toronto.  
 Miss B. Morgan, accountant, with Muckleston & Co., Peterborough.  
 Miss C. L. Smith, stenographer, law office, Toronto.  
 Miss Ella Hurley, book-keeper, Doran & Co., Peterborough.  
 Jos. Cleary, with Doran & Co., Peterborough.  
 Miss E. Robinson, accountant, Bobcaygeon, Ont.  
 H. F. Clarke, correspondent, Clarke & Co., wholesale dealers, Toronto.  
 D. McCabe, stenographer in the office of E. B. Edwards, town solicitor.  
 Cassius W. Beale, accountant, Hespeler Woollen Mills, Hespeler, Ont.  
 W. G. Matthews, Sec. Business College, Ottawa.  
 Fred Pratt, teacher of typewriting, Business College, Ottawa.  
 A. R. Cooke, book-keeper in office of Petrie & Co., machinists, Brantford.  
 J. M. Gemmell, correspondent, Ontario Canoe Co., Peterborough.  
 W. C. Moore, accountant and auditor, Bobcaygeon.  
 Dee Montgomery, stenographer, Canada Screw Co., Dundas.  
 Mrs. H. C. Stapleton, book-keeper, Peterborough Biscuit Works.  
 Miss. A. Scott, stenographer, Hall & Hayes, barristers, Peterborough.  
 Miss A. Mercer, book-keeper, Mercer & Co., clothiers, Peterborough.  
 Thomas Elmhirst, book-keeper, The Grange, Toronto.  
 H. E. Murray, accountant, A. Tate, lumberman, Orillia.  
 Miss Emma Keele, book-keeper, with J. W. Flavelle & Co., Toronto.

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Robt. Brodie, Hespeler Woollen Mills, Hespeler, Ont.  
J. T. Barry, Rathbun Co., Deseronto, Ont.  
Wm. Bradburn, office of T. Bradburn, Peterborough.  
Miss Leta Gray, office of J. R. Stratton, M.P.P.  
James Lów, train despatcher, G.T.R., Peterborough.  
Miss E. Crane, stenographer, G. M. Roger, barrister and solicitor, Peterborough.  
W. Crosby, office of C.P.R., Peterborough.  
J. T. Ventrice, accountant, Corson's Landing.

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### **UNLIMITED OR LIFE SCHOLARSHIPS.**

The Peterborough Business College does not hold out any inducements to intending students which are not in accordance with business principles.

A few Colleges, which find themselves out of touch with the advancement of these times, still continue to issue "unlimited scholarships," thereby making unwary applicants believe that they are receiving special advantages. A Business College, with proper facilities and capable teachers, will not require a student to return term after term in order to complete the course. Besides, instruction that is valuable, will not be given to students whose advantages for obtaining an elementary education have been limited, for the same amount as those who require but a few months.

### **CUTTING RATES.**

This institution places a value upon its scholarships, which will insure to every student proper attention and instruction. Every student receives these, and, consequently, must pay the same.

Some colleges, which have inferior teachers, and who let students "look out for themselves," can afford, and do take whatever they can get. Such institutions are to be shunned, because any Principal who does such is not to be believed as to the great promises made by him. The rates of the Peterborough Business College are the same to all. No reductions are made, except to clubs, and two or more members enter from the same family.

### **SHORTHAND AND TYPEWRITING FREE.**

This is another means, given in College announcements, of misleading students. Shorthand is a subject which requires hours each day, if the knowledge of it is to be of any practical value. Where it is given from fifteen to thirty minutes every other day, which is the case in those Colleges where it is given free, and which have no Shorthand Department, it is time wasted.

# PUBLICATIONS BY THE COLLEGE AND OTHER STANDARD WORKS.

---

## I.—Practical Speller, Price 30c. by J. J. Rooney, C.A

This excellent work contains SIXTY-FIVE LESSONS in Spelling, and other valuable information. The general meaning of each word is given. A list of Geographical and Proper Names is also attached. This is the authorized text for the College. Every teacher of Spelling should obtain a copy of this work.

## II.—Commercial Law, (in preparation), by GEO. S. BEAN, B.A., B.Sc.

This work contains a thorough and clear treatment of Contracts, Partnership, Agency, Landlord and Tenant, Domestic Relations, Negotiable Paper, Sales of Property, Joint Stock Companies, Real Estate Conveyancing, etc.

This work should be in the hands of every business man and farmer. Copies of Legal and Business Forms used in all transactions, are included in the work.

## III.—New Commercial Arithmetic, Price \$2.00.

This is the most advanced and best book in the market, and is the authorized work for the College.

## IV.—Shorthand Text Books. A full line of these is carried, any of which will be mailed at 10 per cent discount on regular prices.

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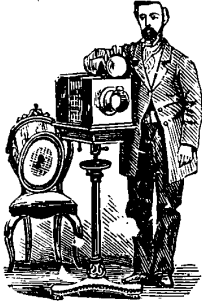
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Our first and our second and third you will find, In **Warbler's Bird Seed** and **Pure Mustard** combined.

Our four, five and six, and seven and eight, Are what we subsist on, though not very great. Our ninth, tenth, in **Coffee** and **Rolled Oats** are found,

But to please our patrons, is for what we are bound. Five more numbers, from ten to fifteen, Are found in **Fresh Mackerel**, our goods should be seen.

Our sixteen and seventeen in **Butter** are placed, Which if used rightly will never be waste.

Our eighteenth and nineteenth, and the two last, Are found in **Golden Syrup**, in which we've surpassed.

Our whole by this time you surely must know, For it's what they receive who to M. R. KIDD go.

**M. R. KIDD,**

Wholesale and Retail Dealer in GROCERIES,  
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## Tea is King

IN CANADA.

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Any goods recommended in our shop and turning out bad, will be replaced free of cost.

A large stock of Rubbers, Overshoes, Moccasins, Felt Sox, and Boots, always kept in their season, as low, if not lower in price than the lowest. Give us a fair trial and be convinced.

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C. B. ROUTLEY.



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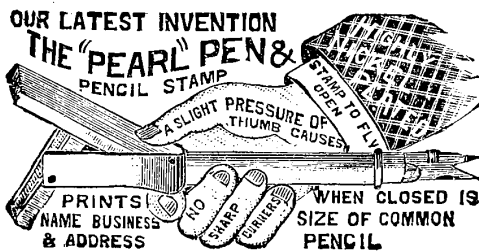
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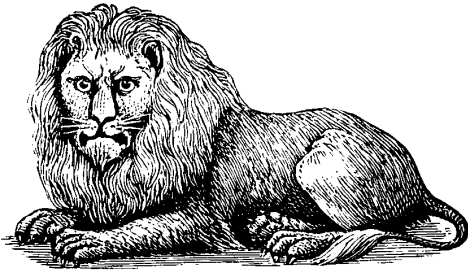
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