

EDUCATION.

EDUCATION IS THE CHEAP DEFENCE OF NATIONS.

EASTMAN'S

STATE AND NATIONAL BUSINESS COLLEGE, Poughkeepsie, N. Y., ON THE HUDSON RIVER.

A MODEL COMMERCIAL COLLEGE.

The only Commercial or Mercantile Institution in the world conducted on actual Business Principles.

THE MOST PRACTICAL INSTITUTION OF THE AGE.

FOUNDED ON THE GREAT MOTTO OF AGRICULTURE, KING OF SPAIN, "TEACH YOUR BOYS

WHAT THEY WILL PRACTICE

WHEN THEY BECOME MEN."

Holding this truth to be self-evident—the more interesting and practical the instruction, the nearer to perfection the teaching.

THE RIGHT KIND OF EDUCATION FOR YOUNG MEN.

OFFERING THEM IN THE BEST MANNER, IN THE SHORTEST POSSIBLE TIME AND AT THE LEAST EXPENSE, TO INSURE SUCCESS IN THE

BUSINESS BRANCHES AND EMPLOYMENTS OF LIFE.

TWELVE HUNDRED STUDENTS IN ATTENDANCE DURING THE YEAR.

From the different States, Canada, Cuba, South America and Great Britain.

COURSE OF INSTRUCTION AND PLAN OF OPERATION.

PROSPERITY OF THE INSTITUTION AN EMINENT SUCCESS OF THE NOVEL, ORIGINAL AND

PRESENT MODE OF INSTRUCTION, COMBINING

THEORY AND PRACTICE.

CONDUCTED ON THE LONDON "CORN EXCHANGE" PRINCIPLE.

Employing the following Offices for Office Business:

Eastman's College Bank and National Bank,

Union Store, Insurance Office, Express Office,

Railroading, Steamship and Boating Departments,

Post office, Custom House, Stationery Department,

Telegraph Offices, Jobbing and Forwarding and Commission Departments, Exchange Office and Collection Agency, and at the same time giving the

ENGLISH BRANCHES

the attention their importance demands, by practical recitations and lectures.

SUPERIORITY OF THIS SYSTEM

OVER ALL OTHERS YET DEvised, FOR THE CORRECT AND RAPID ACQUISITION OF BUSINESS

RULES, LAWS, CUSTOMS AND OPERATIONS.

IMPORTANT COURSE OF STUDY FOR RETURNED DISABLED SOLDIERS.

BUSINESS POSITIONS AND SITUATIONS AS BOOK

KEEPERS AND ACCOUNTANTS FURNISHED THOSE

EMBODIED OF EMPLOYMENT ON COMPLETION

OF THE COURSE.

LETTERS FROM ELIHU BURRITT, MATHEW VASSAR,

MAYOR BOWNE, GEORGE W. BUNGAY AND OTHER

EMINENT GENTLEMEN, ENDORSING THE INSTITUTION AND THE PRACTICAL AND

INTERESTING MANNER PURSUED IN TEACHING, TERMS OF TUITION.

SKETCH OF CITY OF POUGHKEEPSIE, &c., &c., &c.

LETTERS AND REPORTS

EXTRACTED FROM PAPERS AND PAMPHLETS PUBLISHED BY THE

COLLEGE.

REPORT

FROM GEORGE W. BUNGAY, ESQ., AUTHOR OF "GRATON SENTENCES" (FROM A PUBLISHED LETTER.)

The city of Poughkeepsie is noted far and near for the purity of its atmosphere, the richness of its soil, the abundance of its natural resources,

and the wealth, enterprise and intelligence of its inhabitants. In a word, it is a paradise of a place—a city of rural palaces and temples of learning. It is situated on the beautiful banks of the Hudson, and is justly celebrated for the weird and picturesque grandeur of its river and mountain scenery, the classic reminiscences of its revolutionary history, for its famous schools, colleges and ladies' seminaries and the high character of its citizens.

It would be difficult to find a more desirable place for a residence. It is within six hours' ride of five of the most prominent States of the Union, and is easy of access from all parts of the United States and Canada, by railway and river.

The moral tone of society is excellent, and its educational advantages are unsurpassed by any rural city in the State or nation. It is not a matter of surprise that such men as Prof. Morse, who taught science to speak the language of lightning, and Benson J. Lossing, the artist and author, and Matthew Vassar, Esq., the benevolent founder of the Female College, endowed with \$400,000, choose this place for their permanent home.

I visited Poughkeepsie to attend public exercises at Eastman's State and National Business College, and as this excellent institution is one of the most notable features of this pleasant city, I shall give you a short sketch of it, believing that there are

many among your readers who will desire to avail themselves of its rare advantages.

THE COLLEGE BUILDINGS,

two in number, are large edifices, situated on Washington and Vassar streets, with Post Office and telegraph communication with each, and are sufficiently large to accommodate five hundred students with the offices, desks, seats, tables and other appointments needed in a first class business college.

The different departments are handsomely fitted and furnished with all the apparatus required for the accommodation of the pupils who seek so properly a commercial or business education here.

The walls are adorned with splendid specimens of penmanship, autograph letters from noted persons in Europe and America, and fine photograph likenesses of men and women who have distinguished themselves by their talents and their achievements.

The buildings are used entirely for business departments—lectures and recitation rooms—the pupils boarding in private families (under the supervision of the Institution), who receive as boarders only the pupils of the College, which system of boarding seems to be very much preferred by parent and pupil.

The Washington street building is used entirely for

ACTUAL BUSINESS PURPOSES,

in carrying out the original and pre-eminent mode of business instruction, embracing

THEORY AND PRACTICE,

and is fitted with the following offices for office business:—Eastman's College Bank and National Bank, Union Store, Insurance Office, Express Office, Railroad, Steamship and Boating Departments, Post Office, Custom House and Stationery Department, Telegraph Office, Jobbing and Forwarding and Commission Departments, Exchange Office and Collection Agency, while the Vassar street building is devoted to the theory in preparing the pupil to enter upon the actual business course.

A GLANCE AT THE ARMY OF GENTLEMEN receiving instruction here is certainly very suggestive. There are representatives from nearly every part of the East, West, North and loyal South, and also from the Canada, South America and Cuba, and a more respectable, intelligent body of young men are seldom seen together.

I cannot say all that I would in the short space of a newspaper letter of the advantages of this institution.

It is not expected that all who graduate here will become merchants or bankers; for it is equally essential that the farmers, mechanics and all others should have such knowledge as is here imparted.

A very interesting and important feature in the course here is a Series of Lectures by our most distinguished literary and business men.

In conclusion, I would suggest that young men who desire to succeed in life, whether they be MERCHANTS, FARMERS, PROFESSIONAL MEN OR MECHANICS,

cannot afford to lose the advantages of this school.

PARENTS AND GUARDIANS

should be interested in this system of practical business instruction. Here your boys are taught that which they will use when they become men, and the whole course is taken up in such an interesting manner that the student never fails to apply himself with an energy satisfactory to teacher and parent.

I will add that the student is also taught the Graces of Polite Learning and Belles Lettres Literature, and that the physical and moral welfare of the student are watched over with parental care and solicitude.

But I must close by again making the suggestion, that the young man who wishes to excel as a MERCHANT, FARMER, MECHANIC, TEACHER, LAWYER OR PHYSICIAN

will find that a short time spent at this Institution will be of incalculable advantage to him through life.

LETTER FROM ELIHU BURRITT,

[LEARNED BLACKSMITH.]

In regard to this system of education. Mr. Burritt has lectured before this College for three years past, and has thus become acquainted with the course of study and the plan of operation.

New Britain, Conn.

H. G. EASTMAN, Esq.—

MY DEAR SIR—I have felt a great interest in the character and success of your admirable School of Business. At each visit my impression of its happy adaptation to the wants of the present day was strengthened and deepened. Indeed, no institution could be more American—more characteristic of the improvements of the age. The practical education imparted is so simple, varied and utilitarian that any young man who takes a fair and honest advantage of it must be fitted for any department of business which he may choose for life, whether he become a merchant, banker, manufacturer or farmer. To gain this in a few months what would cost years of business life to acquire

without such a course of instruction is a privilege which should commend your institution to the patronage of the whole business community. I would congratulate you on the high character of your College in Oswego, and on the success which has crowned your efforts in this important department of education. I am glad you have transferred your sphere of labor to such a central, accessible and pleasant locality as Poughkeepsie—a city which is so admirably adapted for an institution of this kind. Wishing you the largest success, I am truly yours,

ELIHU BURRITT.

LETTER FROM THE MAYOR OF POUGHKEEPSIE.

MAYOR'S OFFICE, POUGHKEEPSIE, July 1, 1862.

H. G. EASTMAN, Esq.—

DEAR SIR—I take great pleasure in endorsing the above from Mr. Burritt, and as my son has received the benefits of your Institution, I at the same time cheerfully recommend its superior advantages and your practical mode of instruction to those who have sons to educate.

J. BOWNE, Mayor of Poughkeepsie.

LETTER FROM THE CLERGY OF POUGHKEEPSIE.

POUGHKEEPSIE, N. Y., July 1, 1862.

H. G. EASTMAN, Esq.—

DEAR SIR—Being personally acquainted with your institution we are gratified to endorse the above; and having witnessed the practical operation of teachers and pupils, we unhesitatingly commend its superior advantages to young men at home and abroad.

G. M. McPICKRON, Pastor First Reformed Dutch Church.

MOSES TYLER, Pastor Congregationalist Church.

CHARLES S. HAGEMAN, Pastor Second Reformed Dutch Church.

J. J. G. MCKOWN, Pastor Methodist Church.

SAMUEL BUEL, Pastor Episcopal Church.

C. N. CHANDLER, Pastor First Baptist Church.

LETTER FROM M. VASSAR, JR., AND M. VASSAR, ESQ., FOUNDER OF VASSAR FEMALE COLLEGE.

POUGHKEEPSIE, Jan. 21, 1863.

H. G. EASTMAN, Esq.—DEAR SIR—Having visited your School of Business frequently the past two years with great pleasure and satisfaction, and coming in contact, at home and abroad, with students who had finished the Course of Instruction, from their expressed satisfaction, and my own observation of your plan of Practical Instruction, I would recommend any young man, who is desirous of preparing himself for the active duties of life—such as mercantile, commercial, manufacturing, banking or aught else, wherein the upright, honest, industrious man is engaged—to place himself under your instruction, and thus reap the advantage which your Institution possesses. Yours,

M. VASSAR, JR.

I have read the above, and fully concur in the recommendation. Yours, M. VASSAR.

LETTER FROM THE REV. JAMES CUYLER.

PHILADELPHIA, Pa., June 26, 1862.

Prof. H. G. EASTMAN:—

MY DEAR SIR—Since my return from Europe I have not, until now, found time to express to you my thanks for the attention shown my sons, and for the benefits they derived while attending your excellent School of Business. I am gratified with their improvement in the very important, and, seemingly to me, most proper studies they pursued; and, although I intend them to follow agricultural pursuits, the practical training they have received at your hands will be equally valuable to them through life. Thanking you again, I remain, very truly, yours,

JAMES CUYLER,

Methodist Episcopal church.

LETTER FROM E. B. OSBORN, ESQ.

OFFICE OF THE POUGHKEEPSIE TELEGRAPH, Sept. 1, 1862.

H. G. EASTMAN, Esq.—

DEAR SIR—I bear testimony with pleasure to the excellence of your institution as a school for young men preparing to engage in the active duties of life. Having witnessed the thorough progress of my son in a course of instruction at your college, I can commend the institution to others, in the full conviction that it is provided with talent and facilities for such instruction which commend it as worthy of general patronage.

E. B. OSBORN.

THE IMPORTANCE OF A PRACTICAL BUSINESS EDUCATION

Is now fully conceded, for in this age of the world only educated labor is sure of success.

That the nation grows more practical as it grows in prosperity is seen and acknowledged; and that it requires men practically educated—educated for business and the times—to meet its demands, is apparent to every observer of human nature.

Henry Clay was never more truthful than when he said: "Young men, qualify yourself for business. The professions are full and the age demands it. Educate yourself for business—a business man for the farm, counting room and commercial pursuits—and you will succeed now and hereafter."

This being so, and the world understanding it,

schools and studies commensurate with the age were long ago felt to be a necessity. Hence the establishment of this Business College ten years since, founded on the great motto of Agriculture, "Teach your boys that which they will practice when they become men." And the energies of its founder have since been devoted to perfecting a course of study adapted to the large class of young men who desire to be educated for the practical business duties and employments of life—abstracting them in those branches that the present day seems to demand, conducting the entire operations in the most interesting and practical manner possible.

THE INSTITUTION

has continued to grow in favor until it is now second to no other college of learning in this country in point of usefulness and prosperity. It has ever ranked as the first Business School in the Union; and that its practical plan of operation has now placed it far in advance of all Commercial or Mercantile colleges in the world an examination will prove.

The superiority it claims over other institutions of a similar character is in the new mode of instruction, combining theory and practice, by means of certain counting room, banking house, office and actual business operations, described and copyrighted by law to the college, and in use in no other. It was presented to the world two years ago, with the full belief that it would stand the most rigid examination; and that it has been a gratifying success is fully substantiated by the testimony in recent reports from some of the best educators and business men of the country, who have witnessed the operations of teachers and pupils, as well as from graduates who, through its benefits, have risen above the trammels of want, and are filling lucrative and honorable positions.

The system of practical instruction is founded on principles so simple and self-evident, that it requires only an examination to be admitted and understood; and a personal examination of the institution, in all its appointments, is sufficient to thoroughly demonstrate the practicability of the system.

A BRIEF SYNOPSIS

OF THE COURSE OF INSTRUCTION AND GENERAL PLAN OF OPERATION, AS CONDUCTED ON THE LONDON CORN EXCHANGE PRINCIPLE.

The pupil is first instructed in the elements of Penmanship, Bookkeeping, Accounts, Business Forms, Letter Writing and Business Arithmetic. The time occupied in the preparatory is usually four weeks, depending altogether on his previous attainments and natural capacity. There are regular Professors and Daily Recitations in the Academic Branches. He is then assigned his official desk in the Business Department, and furnished with a capital consisting of Cash, Real Estate, Merchandise and Stocks, corresponding with the business in which he is first to engage, and opens books accordingly. He receives his Bank and Check Books at the Bank, and from the Stationer his Blank forms of Drafts, Notes, Manifests, Bills of Lading, Insurance Policies, Letters of Credit, Deeds, Bonds, Mortgages, Railroad Reports, Summary Statements, Abstracts, Powers of Attorney, Articles of Copartnership, Assignment, &c., &c., and then commences business operations, buys and sells merchandise, real estate, stocks, &c., imports and forwards goods, purchases and ships goods on his own and joint account, gets insured and makes out insurance policies, makes regular deposits at the bank, gives and receives checks, receipts, orders, notes, drafts, bills of exchange, acceptances, account sales, receives and manages estates, holds correspondence with different firms, and individuals through the Post office, sends and receives telegraph messages, computes all interest and calculations connected with his transactions, and finally balances his books weekly.

From this he becomes Merchant in the Union Store, and then, in regular turn, Freight Agent, Insurance Agent, Forwarder, Grain Dealer, Importing Merchant, Commission Merchant, with one or two and three partners, Auctioneer, Exchange Broker, Jobber, Real Estate Agent or Operator, Steamboat Owner, Shipper, Consignee, Railroad and Steamship Agent, Postmaster, Manufacturer, Nurseryman, and finally as Banker, when the prescribed Business Course is completed.

THE COLLEGE BANKS, two in number, are actual Banks of Deposit, Discount and Circulation, as complete in every appointment as regular Chartered City Institutions, provided with their own Bills, Specie, Checks, Notes, Bills of Exchange, &c., furnished with full sets of books, and the business done with as much accuracy and dexterity as in the flourishing Temples of Mammon in the Metropolis. Students act as President, Directors, Cashiers, Tellers, Bookkeepers, &c., and hold their regular offices in their turn.

THE DRY GOODS AND GROCERY DEPARTMENTS are furnished with samples for buying and selling on the London Corn Exchange principle

Four Offices, Poughkeepsie and New York.—These offices are furnished with every appointment of a United States office, and actual post office business is done, viz:—Stamps sold, letters called with postmark, mailed with post bill, registered and a regular set of books kept. Students act as postmasters, mail carriers and clerks. All letters are criticized as they pass through the office, and those containing errors are corrected and sent back to the writer, to be received before being forwarded.

TELEGRAPH OFFICES, Poughkeepsie and New York.—These offices, the first ever introduced into an institution of learning, are furnished with every feature of an office of the American Telegraph Company, and every facility is afforded the student for acquiring perfection in the art of telegraphing.

They are furnished with main and local batteries, giving the operator every advantage of a long circuit.

The Freight Office, Insurance and Exchange Office, Express Office and office of Notary Public, with the other departments, are all complete in themselves, and an actual business is done with each.

In the Railroad and Freight Department eleven different roads and thirty stations are represented.

An Auction Sale takes place once a week, when sales of Real Estate, Stocks, Dry Goods and Groceries are made. Students act as auctioneers, clerks and purchasers.

The above synopsis of this new mode of instruction, combining Theory and Practice, is sufficient, I believe, to satisfy every one of its superiority over all other systems ever devised or introduced, placing the pupil at once in actual business and making him practically acquainted with every variety of accounts and the whole routine of business transactions, from the simple details of a country store to the more complicated operation of our extensive mercantile establishments and banking institutions.

It will also be seen that this Course gives a student that practical knowledge of Mathematics, Grammar, Composition, Spelling, Word Studies and the English Branches in general, which cannot be obtained as perfectly or rapidly in any other manner.

DOUBLE ENTRY BOOKKEEPING.

LET NO MAN ENTER INTO BUSINESS WHO IS IGNORANT OF THE MANNER OF REGULATING BOOKS. WHOEVER ENJOINS HIMSELF THAT ANY MODE OF NATURAL ABILITY WILL SUPPLY THE DEFICIENCY, OR PRESERVE MULTITUDE OF AFFAIRS FROM INEXTRICABLE CONFUSION.—DR. JOHNSON.

The following will give an idea of the course of Double Entry Bookkeeping in the different Departments, the books used, &c.

MANUFACTURING.—Both stock and partnership books, for wholesale and retail, with order and auxiliary; either using day book, journal, ledger and auxiliary; day book in journal form, and bill book, day book and ledger as principal books.

PARTNERSHIP.—Both stock and partnership books, representing the different changes in business.

FORWARDING AND COMMISSION BUSINESS.—Improved forms of

MANUFACTURING, INDIVIDUAL AND JOINT STOCK BUSINESS.—Books in use for small and large business.

JOBBING BUSINESS.—Books for large and small business houses.

STREAMLOADING.—Books for both river and lake business.

RAILROADING.—Books and auxiliaries for the most extensive business, showing the whole manner of operating in freight, ticket and other departments.

HANDS.—Books and auxiliaries for both private and mercantile institutions, the whole routine of operation being actually performed by the student with the facility of two regular banks, complete in bill, furniture and every necessary feature of a regular chartered institution.

IMPROVED FORMS OF BOOKKEEPING.—For printers and publishers, lumbering and hotel business.

ADMINISTRATORS' BOOKS, giving a full exhibit of the business.

BANKING AND EXCHANGE.—Complete forms and auxiliaries.

TELEGRAPH OFFICES.—Furnished with a full set of books, reports, bills, &c.

RETAIL BUSINESS.—Books and auxiliaries for each office. Offices are furnished with postage stamps, reports, bills, mail bags and every fixture of a United States office.

EXPRESS BUSINESS.—Books and simplified forms.

RETAIL BUSINESS.—Books and auxiliaries for each office. Offices are furnished with postage stamps, reports, bills, mail bags and every fixture of a United States office.

BOOKS IN USE, all the other books being resolved in this one for retail business.

FARMERS' AND NURSERYMEN'S BUSINESS.—Eastman's Complete Account Book and Time Table in use.

In the routine of practical instruction the student becomes familiarized with changing books from single to double entry, changing stock books to partnership books, and every effort is made to give the pupil through difficulties, the principles of bookkeeping known in well regulated establishments.

"THE NOBLEST ACQUISITION OF MANKIND IS SPEECH, AND THE MOST USEFUL ANY IS WRITING."

As every art is more or less valuable in proportion to its extensive usefulness, so the art of writing claims our highest esteem; and every effort to improve or bring it nearer to perfection is entitled to public encouragement. Its general usefulness in every walk of enterprise and commerce in every civilized nation attaches an importance to it that cannot be mistaken, and makes it an object of the first necessity. In this country, at the present day, correspondence enters so much into all the occasions and transactions of life, and letter writing becomes such an important part of every successful business or profession, that it is demanded of young men that they make themselves masters of the pen—rapid, legible, elegant writers. While every other art or science has had certain rules to govern the pupil through difficulties, it seems to have been different with the art of writing, and we claim by a novel invention, called the "Penman's Assistant," an illustration of which is given in College Papers, to overcome in a very short time the greatest obstacles to proficiency in this most important branch of a proper education. The Spencerian System was long ago adopted, believing it to possess all the excellencies which are so essential for business purposes, and taught it by the ablest teachers in the country, with the advantage of the "Penman's Assistant," it becomes a most desirable feature of the course.

BUSINESS ARITHMETIC

as applied in business generally—taking up the most important parts, embracing rules for the most accurate and rapid methods for the practical application of this exercise. The selections are compound; Discount, Commission, Exchange, Profit and Loss, Copartnership Settlements, Averaging, &c., &c., until thoroughly informed in the matter.

COMMERCIAL LAW

as applied to Contracts, Agencies, Partnerships, Endorsements, Sales, Negotiable Paper and those points most intimately connected with the safe and sure prosecution of business and commercial transactions, and of such vital importance to the business man, whose life is a never ceasing succession of contracts and agencies.

These lectures consist principally of familiar questionings. During these lectures students are exercised in writing and explaining contracts, agreements, bills of sale, bonds, deeds, mortgages, leases, articles of copartnership, tax lists, receipts, releases, &c.

CORRESPONDENCE

embraces a suggestive course of instruction, comprising principles and rules, the observance of which will lead to the highest attainment in this art.

Brevity in communication, folding, spelling, punctuation, capitals, use of words, &c., &c.

That a lamentable deficiency exists in this branch of a proper education must be admitted by all who have had occasion to examine the matter.

COMMERCIAL DEFINITIONS—SPELLING AND WORD STUDIES.

Great interest is attached to a thorough understanding of the words of the English language, that are in use in the best business circles.

PRACTICAL READING

daily in Eastman's Treatise on Money and Business and in the New York papers. All business is suspended for this exercise. The articles read are discussed, and the definition and spelling of words form a part of the exercise. Selections are made from the Herald, Tribune, Times, World, Post and other first class journals. The selections are judicious, being those of a commercial nature, those that treat of the geography of our country,

market and stock reports, and important home and foreign news.

PHOTOGRAPHY

is taught in a thorough manner by Mr. Isaac Tompkins, of the Telegraph, a skillful reporter and successful teacher.

TELEGRAPHING.

Great importance now attaches to this branch. Classes are formed every month, and with the aid of the College Telegraph Offices, it requires but a short time for the pupils to become operators.

POST OFFICE BUSINESS.

The student, in completing the prescribed Business Course, holds the office of Postmaster in his regular business, and thus becomes informed in the whole routine of the Business.

POLITICAL ECONOMY.

Lectures on the Nature and Causes of Wealth are given from time to time.

Special Recitations and Lectures are also given on COMMERCIAL GEOGRAPHY AND MERCANTILE ETHICS.

Lectures on advertising, business correspondence, and general topics relating to success in life, are given on Saturdays.

Debating on business subjects every Tuesday evening, at seven o'clock.

GENERAL INFORMATION TO APPLICANTS.

NOTE.—This is solely and purely a Business College, as its name purports, as distinct in its design and purpose from a Law College or a Medical School, and every branch of study with every facility in Buildings, Arrangements and Professorship, is adapted to that end. It is not intended to graduate Lawyers, Doctors or Divines, or to prepare young men for Yale, but to fit them as thoroughly as possible for business in the different walks of enterprise and commerce, and assist them to positions if they desire it and merit it.

It is essentially different from the so-called Commercial Colleges, the Course of Instruction being more thorough and extensive, and conducted entirely on Practical Philosophical Principles.

What they term Business Education (if it is not accepted here—neither is the partial course pursued in Academies and Seminaries in connection with regular Collegiate Studies.

REFERENCES

will be given, when desired, to eminent business and literary men in different States, who are patrons of the Institution, or to Young Men in the cities throughout the country, who are graduates of the College, and were assisted to situations on the completion of their course here.

We also refer to Parents and Guardians of the Four Branches of Business Education (if it is not accepted here—neither is the partial course pursued in Academies and Seminaries in connection with regular Collegiate Studies.

What they term Business Education (if it is not accepted here—neither is the partial course pursued in Academies and Seminaries in connection