BRYANT And STRATTON

Business College
Established 1863

Catalogue

Of the

Bryant and Stratton Business College

of Providence, Rhode Island

Theodore Barrows Stowell
Principal and Owner

Hoppin Homestead Building

357 Westminster Street
Greeting

To all who have been its friends or patrons during the fifty years of its existence the Providence Bryant and Stratton Business College extends greetings.

Whatever success this institution has attained has been possible only through your loyal support, and it bespeaks a continuance of this support for the future.

If the institution has been of service to you in the past, be assured that it ever stands ready to lend its assistance to you. Whether student, graduate or employer, its experience, good-will and wide acquaintance are devoted to your interests.
Calendar

1912—1913

The school year begins the first Monday after Labor Day.

The Annual Award of Diplomas occurs on the last Monday in June.

The length of the school year is forty weeks, divided into four terms of ten weeks each.

School sessions will be suspended on legal holidays, Christmas week and other days not to exceed three, at the discretion of the principal.

Tuition

Payable in advance

Each Term (10 Weeks) - - - $35.00
Faculty

Theodore Barrows Stowell
Principal

William Henry Scott, A. M., C. P. A.*
William Boone Sherman, C. P. A.

Jeremiah Clarke Barber

Clarence Warner Stowell, Ph. D.
Isobel Beaton

John Vandiver Mason

Hattie Lee Dix

Caroline Estella Robinson

Annie Elizabeth Sessions

Edith Mabel Collins

*Certified Public Accountant
Retrospect

This school was established in 1863 by Messrs. H. B. Bryant and H. D. Stratton, from whom it takes its name. After a service of six years as a teacher, on July 1, 1878, Mr. T. B. Stowell purchased the property and goodwill of the school and became sole proprietor and principal. During his forty years of service he has seen thousands of students go out who have verified in their lives the value of the training received in this school. They are in every walk of life, enriching and making grander every position. He recalls men high in the councils of business bodies, of federal, state and municipal governments, men prominent in every profession and many of world-wide reputation.

The school maintains a high position in the esteem of the business community which concedes its authority in matters of accounting and business procedure. With the leading educators in New England it enjoys a reputation for integrity and soundness rarely attained by an institution of this kind. The great majority of the students are graduates of high schools, academies and colleges, to whom this school affords the best means of preparation for a business career. Yearly, the list of students includes sons and daughters of former graduates, testifying to the esteem and respect of the alumni for their Alma Mater.

This school has no connection with any other institution, and its business management and methods are distinctly its own.
Aim

The Bryant and Stratton Business College aims to meet both the increasing demand of business men for more efficient service and the increasing demand of young men and women, who are about to enter business, for training that will enable them to realize more rapid advancement. It aims to accomplish this by making it possible for young people to begin business with the advantages that accompany a disciplined and well-informed mind, and with a general knowledge of business conditions and methods, and a special knowledge of certain branches of business which have become specialized.

This institution does not presume to create the genius for business. It aims to assist the student to discover for himself and combine effectively such elements of business ability as he may possess. Its aim is not to create experts in any particular line of business but rather to equip its graduates with the power of sound judgment by means of a thorough knowledge of the rudiments of business relations.

It seeks to develop from raw material a class of employees familiar with modern business routine and possessed of the ability to assume positions of responsibility without a long period of apprenticeship.

The Demand of Business

There is a demand on the part of business men for better trained office service and for more efficient management. Especially is there a demand for employees who can be relied upon to attend with accuracy to the performance of routine duties. The method of an earlier generation of setting an untrained apprentice
to the performance of general utility services and promoting him upon evidence of merit to positions of responsibility and special service, no longer exists.

The business man of today has no time to devote to the training of an employee. The employee must come prepared to perform his duties in a satisfactory manner from the start. His integrity, skill and a knowledge of just what is required, govern the rate of promotion. He must have initiative and be able to think and to act systematically, rapidly and correctly.

Meeting the Demand

For half a century the Providence Bryant and Stratton Business College has been engaged in training young men and women for business. During this period its courses of study have been consistently changed and broadened, for it is the well known policy of anticipating the needs of the business man that has won for this institution its prestige in the business world. The courses of study today represent the knowledge of these many years of practical experience in commercial education.

The success of thousands of graduates testifies to the value of its training. Instances are of common occurrence where Bryant and Stratton graduates have entered at once into positions involving the greatest responsibility and have met with success, proving conclusively that the training afforded them practical experience in business methods.

The possession of a Bryant and Stratton diploma is a guarantee of sound and reliable instruction in business methods and a proof of faithful and intelligent work on the part of the owner.
Organization

The Providence Bryant and Stratton Business College comprises two distinct schools,—the School of Commerce and the School of Stenography. Each has its own principal and faculty and the work of each school is entirely separate from the other.

The following courses are offered:

(A) A complete course in Commercial Training; estimated time for completion, ten months.

(B) A complete course in Shorthand and Typewriting; estimated time for completion, nine months.

(C) Special courses in Accounting, English, Arithmetic, Penmanship, Speed Work in Shorthand and Multigraph instruction.

The College confers the regulation diploma upon students satisfactorily completing Course A or B.
School of Commerce

Bookkeeping

Instruction in Bookkeeping and Accounting is divided into five distinct sections: Theory of Accounting, General Accounting and Business Practice, Office Practice, Corporation Accounting, and Auditing.

Theory of Accounting

A thorough knowledge of the theory of accounts is the foundation of the course in bookkeeping. A series of lectures and oral examinations covering the basic principles of accounting, together with the careful study of forms and the completion of a certain amount of practical bookkeeping prepare the student for the actual business practice next in order.

General Accounting

The student, upon taking up the work of General Accounting, becomes a man of business with a cash capital and complete outfit of books, blanks, bills, notes, checks, etc. These forms are prepared by our own expert accountants and represent the latest and best in use in business today. By these means he can at once, under the careful guidance of a teacher, prosecute his business with all his ability, and is stimulated to his best efforts.

Individual Effort and Responsibility

In this school of actual business the student learns those fundamental principles which underlie all commercial success. He is rated solely on his individual
work, for he comes into personal contact with his teachers, who acquire a knowledge of his personal traits, disposition, character, and ability. He develops a sense of responsibility and pride in the interchange with his fellow students of bills, notes, checks, drafts, statements, etc. He realizes that there is an etiquette in business that appeals to his personal address, demanding his best speech, presence and conduct.

His obligations compel him to become alert and watchful of his finances; for notes will mature and drafts will be drawn which cannot be met by an empty treasury. Dealing in an ever-shifting market, he is taught caution in buying and selling to maintain that balance of trade without which his business is a failure. Through these transactions he discovers that commercial success depends upon energy, thrift and foresight.

As his books contain the record of his transactions, they have a value to him never known to the student who simply copies imaginary transactions from the textbook. The fact that he has to depend upon his books to show his claims against others, to verify the claims of others against him, and to protect himself from any unjust or false claims impresses his mind with the value of complete and absolutely accurate record of his business. The importance of this record and his interest in it, enable him to appreciate the science and practice of accounts, not only in the shortest time, but also in the most thorough manner.

Office Practice Department

This department, a miniature business world, has been created to give the student advanced practice in accounts, to initiate him into the customs and usages of the counting house, and to broaden his view of office technique.
The equipment of such a department was not secured in a day, but represents the growth and improvement of fifty years, made from time to time after carefully studying the requirements demanded by the best business houses. By keeping abreast of the times, the department has evolved a plan of business practice that thoroughly prepares and equips the student to go into any business office and readily adapt himself to any system of accounting.

The equipment of this department provides practice in Banking, Wholesaling, Manufacturing, Transportation, Commission, Auditing and Clearing House work, covering a minimum period of fourteen weeks. During this term the student is taught the very latest methods of filing correspondence, bills, statements, accounts of sales, receipts, waybills, bills of lading, etc., and arranging card indexes for many and varied schemes of record. He learns to operate adding machines and roller copying machines.

Payrolls and their denomination, rent collections, rendering statements of varied and many of technical form, become a part of his daily routine.

By special arrangement with fifteen of the best commercial schools in the country, intercommunicating work is carried on in the most thorough and up-to-date manner, illustrating ACTUAL BUSINESS in a more comprehensive and matter-of-fact way than could possibly be done through textbook or lecture.

During the entire course the student is under the direction of a Certified Public Accountant who is in constant touch with the methods of the outside world.

The minimum time required for completing the work of the Office Practice Department is fourteen weeks, during which period the student serves both as assistant and executive in the various offices.
Corporation Accounting

This course is not the product of a teacher's imagination vivified by the reading of textbooks. On the contrary, the problems presented have been suggested by actual experience in corporation accounting and cover practically the normal stock transactions that would arise in the business world. Each student is charged with the procedure in taking the necessary steps to become incorporated under the general law. Corporation meetings are regularly held and each student has a chance to serve as director, president, secretary and treasurer in the different corporations. Incidentally, he learns many of the principles of parliamentary law.

Auditing

The system of actual business where no two sets of books are alike, enables the school to offer a comprehensive course in practical auditing. Each student is taught to make a thorough and systematic audit of copartnership and corporation books, and he is also required to put his findings in proper form and in a comprehensive and detailed report.

Auxiliary Studies

In addition to bookkeeping the following auxiliary studies are pursued:

Business Arithmetic

A ready and thorough mastery of Business Arithmetic is absolutely indispensable to a business man or an accountant; consequently special emphasis is placed upon this subject. The method of teaching arithmetic
is original and novel, resulting in logical and systematic reasoning from premises to conclusion. It leads the student to work by reason, not by rules, and thus enables him to solve all kinds of problems in the shortest and simplest way.

Rapid Calculation

The course in arithmetic is supplemented by daily practice in rapid calculations in addition, short methods of multiplication, extension of bills, marking goods, exercises in all the various applications of percentage, and making out and denominated payrolls.

Much attention is given to exercises in billing, a considerable portion of the time in the advanced part of the work being devoted to this important subject.

Business Law

A knowledge of the laws that govern trade is necessary to the business man today. The course in Business Law is intended to supply this need. This subject as it pertains to contracts, negotiable paper, agencies, partnerships, corporations, sales, guaranty, bailments, insurance, wills, executor and administrator, and transfers of real estate, is carefully taught by lectures and recitations.

Spelling and Word Building

Word Analysis offers the shortest and surest way to a true knowledge of English orthography and definition. It is a systematic exercise in analyzing, defining and spelling, taking a unique yet natural method of fastening upon the memory the forms of words and their exact meaning; it gives the what and the why of words; it compares, contrasts, and unfolds their real force in their varied applications. Experience proves
that this system of word building imparts a comprehensive and critical knowledge of our language in the shortest time.

Correct English

Every business man should have at ready command the ordinary vocabulary of spoken and written language, in order to be able to express himself correctly and fluently. The school aims, by practical attention to the elementary principles of Grammar, Rhetoric and Composition, to correct faults of speech and composition and give the student a mastery of the English language.

Students receive careful instruction and practice in sentence building, paragraphing, punctuation, the use of capital letters, and composition writing.

Correspondence

To be able to compose, write or dictate a plain, concise, correct business letter is an indispensable accomplishment to every man of affairs. His whole success may depend on the impression that his correspondence makes upon those with whom he deals. Too much importance, therefore, cannot be attached to this subject or too much attention be given to its acquisition. The subject in all its minutest details as to the subject-matter, mechanical construction, style, spelling, folding, addressing, the regulations of the Post-Office Department, and facts about our postal system, is taught by lectures, recitations and constant practice, through the entire course. The special study of the form letter, the numerous duplicating devices for producing it and a critical analysis of a large number of actual form letters, has proved a valuable adjunct to this course.
Penmanship

The appearance of an accountant's books and the facility with which his work is executed, depend largely on the style of his penmanship; hence this forms an important feature in the course of instruction. The ability to write an easy, rapid and plain style is absolutely necessary to the accountant, and its value to the average business man or woman cannot be overestimated. Special pains are taken with each individual student to the intent that he shall become an easy, rapid, and plain writer.

Figures

Good figures are even more important than good writing. A badly formed letter in a word may generally be deciphered from the context, but an unintelligible figure never. Each figure must stand or fall by itself. For this reason the closest attention is paid to the making of absolutely correct figures. This is not only thoroughly taught by class drills but each student is required to put it into practice in all his work.

Commercial Geography

The course in Commercial Geography is based upon textbook work supplemented by lectures, reference work and special assignments of important topics. It includes a study of raw materials, their habitat, manufacture, transportation and sale.

A particular study of New England as regards her raw materials, manufactures, and commerce forms a very important part of the course.

A constantly increasing collection of specimens illustrating raw materials and manufactured products is available for reference and illustration.
The School of Stenography

The aim of this school is to prepare students to meet the demand for commercial stenographers. This department has received the most careful attention of the management. Its study, machine and recitation rooms have been carefully designed to secure the best results in light, ventilation, comfort and convenience.

The course of study and practice has been carefully arranged; in fact, it is the result of years of experience in preparing students in the most thorough manner to take up successfully the work of the office.

Four experienced teachers devote their whole time to the work of this department.

Every facility that experience can suggest is provided, that the pupil may make the most rapid and thorough advancement.

Stenography

Instruction in Stenography is divided into four sections: The Principles, The Dictation, The Office Practice and The Law Practice.

Principles

The principles are really the language of stenography. They consist of the elementary sounds and their representative characters, the combinations of these characters into words, the word signs, and phrasing. The student is thoroughly grounded in these principles.

Dictation

After the student has mastered the principles of stenography, he receives dictation in graded commercial
correspondence, in general literature, in contracts, specifications, law forms and court testimony. This dictation is continued until a speed of from one hundred to one hundred and twenty-five words per minute can be written, with the ability to read back one's notes accurately.

Office Practice

This consists of the regular work of the stenographer in a manufacturing office. It shows how the correspondence is received, answered, mailed, filed, indexed both alphabetically and numerically, and with cross indexing; and includes the care of the cash account and the bank account, the making out and the denominating of the payroll. In fact, the student is trained in the regular and complete work of the business office.

Law Practice

A thorough training is given the student to familiarize him with legal work. The legal forms given in dictation work comprise two kinds: court documents, such as complaints, answers, affidavits, orders, notices, etc.; other legal documents including contracts, wills, releases, conveyances, testimony, etc.

Typewriting

The instruction in this department is based on the "touch" method. From the first the student is carefully instructed in position, in fingering the keys until the keyboard is mastered, and in the mechanism and the adjustment of the machine. He is thoroughly impressed with the necessity of forming the habit of accuracy and uniformity of touch.
Instruction is given in billing, tabulating, manifolding, in neostyle, mimeograph and letter-press copying, and in writing from phonograph dictation.

The typewriting department is fitted with latest models of typewriting, billing, adding, duplicating and copying machines, and furnishes every facility for the best and most thorough work.

Auxiliary Studies

In addition to the studies of stenography and typewriting, thorough instruction is given in the auxiliary subjects of Word Analysis, Spelling, English, Penmanship and Rapid Calculation.

Progress

The progress in the work of this school is measured by the ability of the student to transcribe his notes upon the typewriter in language correct in spelling, capitalizing, punctuating and paragraphing. The graduating point is the ability to receive from dictation at the rate of one hundred words per minute, and to transcribe accurately these notes on the typewriter at the rate of thirty-five words per minute.

Location

The College is located at 357 Westminster Street, in the business centre of the city, convenient to steam and electric cars. When the Hoppin Homestead Building was erected the entire fourth floor was especially designed to be the home of the College. The rooms are seventeen feet from floor to ceiling, well ventilated and lighted, and are equipped with modern conveniences and the latest sanitary arrangements.
Equipment

Every device of proven worth found in the modern business office is at the disposal of the Bryant and Stratton students. Specially designed desks and chairs, automatic time and programme clocks, inter-communicating telephones, roller copying devices, adding machines, and filing cabinets are a few of the numerous aids to the student for the rapid transaction of business.

Every room is supplied with modern dictionaries and there is available in the main office a large reference library of value in special work.

Each pupil is given the use of a clothes locker. The entire floor is in charge of the school's janitor, insuring absolute cleanliness and sanitation.

The management takes special pride in providing a sanitary, cheerful and modernly equipped plant for the student's benefit.

Requirements for Admission

This is a cosmopolitan school and from its wide experience it has learned that age and courses of study do not measure up the student.

It is true that an applicant should have arrived at the age of discretion, and the broader his education is and the more thorough his training, the better he is prepared to take up the study of business.

Yet it is character, determination and purpose that best fit him for the aggressive study of business forms and methods.

The English and mathematical courses of this school help to complete and round out the preparatory education of the student. The personal methods of instruction enable the student of any age to receive just the instruction that is fitted to his case.
A high school course fits especially for this work and the management feels that with this course a student should make the best progress and should be able to grasp in the largest manner the true principles of business. A college or university training still further fits the student to comprehend in the quickest time and the largest way the fundamentals of business.

The school can assure to such students the maximum results and that these results will prepare the student to assume the highest positions in business; in fact, the management of business.

**Time for Admission**

Although it is desirable that students should enter at the opening of the school year, they will be admitted on any Monday, the term beginning at the date of admission. The school year begins the second Monday in September and ends the last Friday in June.
Regulations

Hours of Instruction

The hours of instruction are from 9 to 12 a. m. and from 12:30 to 3:30 p. m.

Promptness and Punctuality

Students must be in attendance during school hours, and will not be excused for absence except in case of sickness or other unavoidable causes.

It is assumed as part of the contract that the student’s time belongs to the school and must be at the disposal of the teacher as it would be at the command of an employer in business; hence, leave of absence cannot be granted for pleasure or to attend to personal affairs. Promptness and regularity are essentials of success here as elsewhere.

Vacations

School sessions will be suspended on legal holidays, Christmas week and other days, not to exceed three, at the discretion of the principal.

Deportment and Discipline

In the matter of deportment the College requires no more of the pupil than is demanded in the best business houses; viz., faithfulness, diligence, sincerity and courteous conduct towards teachers and fellow pupils. Appeal is made to personal honor and self-respect in the matter of all necessary rules and regulations; when this appeal fails the student will be dismissed.
Promotion

In all departments, the individual student is promoted upon the satisfactory completion of the work assigned to him. The system of instruction here employed enables the individual pupil to advance as rapidly as his qualifications will permit without reference to any other student or group of students pursuing the same course of study.

Graduation

Upon the satisfactory completion of Course A or B (This calls for a minimum rank of eighty per cent in each subject.) the student is graduated and registers with the Employment Bureau for a position.

The Annual Award of Diplomas is held on the evening of the last Monday in June at which time diplomas are awarded to all who have been graduated from the school during the year.
The Employment Bureau

Next in value to securing a business education is the obtaining of a position. The first position obtained is of vast importance to the young man or woman starting in business life. It should be one to which the person is adapted, and in which there is the room to develop and the opportunity to advance.

The Bryant & Stratton Business College has maintained an Employment Bureau for the assistance of its graduates for a period of more than twenty-five years. It has exercised the utmost care in filling positions, knowing that one well filled insures the success of the graduate and makes a friend of the employer, who will be pleased to call on the Bureau again when he has other vacancies to be filled.

During the existence of the Bureau thousands of young men and women have been placed in positions of trust and permanence. In many instances those who have been thus placed have advanced until they themselves have become employers and are today seeking bookkeepers and stenographers from this institution. The value of this service may be more fully realized when it is stated that the demand for graduates far exceeds the supply and that hundreds of positions have not been filled for want of suitable candidates.

The Employment Bureau is in charge of an efficient manager who has a wide acquaintance among business men, and whose large experience is always at the service of the patrons of the school.

The services of the Employment Bureau are free alike to alumni of the school and to business men who seek trained employees. Any student out of employment is always privileged to register for a new position.
General Information

The Record

The Record is the title of an eight-page paper issued quarterly in the interests of the school. It contains many articles of great value, and is sent to any one who files his name at the College office.

Board

When requested, out-of-town students will be assisted in securing board where the student will have the care and comforts of a home.

Railroad Rates

Students under eighteen years of age, from suburban towns and cities, who wish to board at home, can procure season tickets at greatly reduced rates by application to any station agent.
Graduating Class, 1912
COMMERCIAL DEPARTMENT

Abisch, Abraham Hyman
   Anderson, Ernest Livingstone
   Anderton, Annie May
       Ayey, Helena May Rose
       Bazar, Frances
       Bazar, Rose

   Beattie, Mary Louise
   Bellin, Arthur Gordon
       Berman, Louis Morris
       Blacher, Matilda
       Braman, Ralph Arlon
       Briggs, Leon Royden

Casey, Frank Patrick, Jr.
   Caswell, Benjamin Clarke
       Chayer, Louis Cyril, Jr.
       Clancy, Farrow James
       Cleasby, Clarence Sawyer
       Clegg, Walter

Coile, Harry Lee
   Collins, David Joseph
   Courtney, Charles Edward
       Cruise, Estelle Josepha
       Davis, Joseph Carleton
       Dinsmore, James Leigh

Fay, Harold Francis
   Fierstein, Robert
       Fleishman, Mollie
       Giblin, Katherine Veronica
       Gilmartin, Mary Elizabeth
       Glodt, Florence Wilhelmine

Gould, Gordon William
   Greene, John Anthony
   Hagan, James Francis
       Hopkins, Howard Stephen
       Jacobs, Hattie
       Keeler, Margaret May
Kelley, William Ansell
   King, Katherine Andria
   Klein, Abe Henry
   Korn, Solomon
   Lebeau, Leonie Regina
   MacNaughton, James Henry

Maguire, Alice May
   Maine, Raymond Reuben
   McCarron, Mary Agatha
   McCormick, Michael Bernard Francis
   McDonald, Marion Louise
   McElroy, Camilla

McKenney, John Morrell
   Morris, Mary Eleanor
   Morris, May Mildred
   Nichols, Clyde Kingsley
   Oden, Nels Jeffrey
   Patterson, Archie Forster

Place, Lena Mae
   Rose, Samuel Alanson
   Setchell, George Edward
   Shaughnessy, Thomas Francis
   Stansbury, Matilda Jane
   Sullivan, Mabel Catherine

Vuilleumier, Antoinette Mina
   Williamson, Minnie
   Wing, Lawrence Potter
   Young, Ziba Olney

SHORTHAND DEPARTMENT

Ahern, Annie Buddington
   Allen, Eliza Margaret
   Anderson, Yarda Mary
   Bishop, Ethel
   Bransfield, Gertrude Dowling
   Brown, William Remington

26
Burdick, Harry Russell
Calvert, William Reynolds
Carter, Irene Davis
Clavin, Mary Elizabeth
Cook, John Joseph
Crawford, Frances Eleanor

Dana, Margaret
Feinstein, John
Gee, Elsie Louise
Hawkins, Gala Elizabeth
Jencks, Ethel Linwood
Jennings, Louisa Rena

Knight, Edna Taylor
Lang, Erna Ethel
McGowan, Mary Elizabeth
McLaughlin, James Henry
Morris, Frederick Chester
Mulgrew, Madeline Theresa

O’Connor, William Francis
Orcutt, Julia Marion
Potter, Florence Helen
Savage, Rose Anna
Sullivan, Mary Grace
Sullivan, Mary Theresa

WITH THE CLASS OF 1911

Capone, Amelia
Faris, Jeannette Rose
Macomber, Marion Ashley
McCoy, Ella Francis
Moffitt, Lila Hope
O'Connor, Anna Margaret
Ward, Sarah Adkins
Wiesel, Mary
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<tr>
<th>Name</th>
<th>City</th>
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<tr>
<td>Abisch, Abraham H.</td>
<td>Providence, R. I.</td>
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<td>Ahern, Annie B.</td>
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<td>Allen, Eliza M.</td>
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<td>Ashton, Gladys E.</td>
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<td>Balkcom, John A.</td>
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<td>Barry, Lillian G.</td>
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<td>Barry, Margaret J.</td>
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<td>Bassett, William G.</td>
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<td>Bazar, Frances</td>
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<td>Berman, Louis M.</td>
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<td>Blacher, Matilda</td>
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<td>Bowler, Josephine M.</td>
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<td>Braman, Ralph A.</td>
<td>Attleboro, Mass.</td>
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<td>Bransfield, Gertrude D.</td>
<td>Westerly, R. I.</td>
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<td>Burdick, H. Russell</td>
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<td>Calvert, William R.</td>
<td>Hartford, Conn.</td>
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<td>Carr, Anna A.</td>
<td>Attleboro, Mass.</td>
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<td>Carter, Irene D.</td>
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<td>Casey, Frank P., Jr.</td>
<td>Woonsocket, R. I.</td>
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<td>Caswell, Benjamin C.</td>
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<td>Clavin, Mary E.</td>
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Cleasby, Clarence S.  
Providence, R. I.

Clegg, Walter  
Providence, R. I.

Cole, Harry L.  
New Bedford, Mass.

Collier, Gladys V.  
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   Phenix, R. I.
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