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Turn Your Evenings into Dollars

The Rhode Island Commercial School

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Miss Keith

Turn Your Evenings into Dollars



at the
Night School
of the
Rhode Island Commercial School
Butler Exchange
Providence, Rhode Island

Telephone: Business Office Union 1576
 Situation Department

*"Tomorrow you will start, you always cry;
In what far country does this morrow lie?"*

—Franklin

"Work in every hour, paid or unpaid, and thou canst not escape the reward."—Emerson.

We Congratulate You

Upon your determination to prepare yourself for earning more, for advancing faster — which prompts you to read this booklet.

If you are now doing mere clerical work, you know how many years you have to wait for promotion; you know how long you have to work even for a little increase in salary.

If you are working in a shop or factory, you know that even after many years your chances for earning more are slim, and that you cannot easily advance beyond the wages of a "skilled worker."

Our Business Course

means more earnings for you.

Now suppose you let us train you so that you will know book-keeping thoroughly; so you will be familiar with all kinds of office methods, with all kinds of business forms, business laws; so you will know how to accurately and rapidly figure costs, profits, commissions, premiums, taxes; so you can dictate good business letters.

You know this means better pay for you right from the start, and — still more important — better chances of promotion. For with this knowledge you can be a "right hand" man or woman to your employer; which will give you an opportunity to learn how to *manage* the business.

"The way for a young man to rise is to improve himself every way he can."
—Lincoln.

"I say 'try.' If we never try, we never succeed."—Lincoln.

If you cannot find this opportunity in your present employment, equipped with our training and assisted by our Situation Department, you can readily find a good opening elsewhere.

Our Office Appliance Instruction

makes you familiar with all modern business devices.

No school can have a more complete equipment of office appliances. The Rhode Island Commercial School has them all; including one of the largest National Cash Registers, Burroughs Adding and Listing Machines, Alphabetical, Numerical and Geographical Filing Systems, Check Protectors, Loose Leaf Ledgers, Journals, Cash Books, Duplicating Machines, the Dictaphone, the Multigraph, etc.

Every year we have many students, employed during the day as clerks, who come here to be schooled in using these office devices.

Real Business Practice

Our courses are very interesting because (under the guidance of our teachers) our students transact business with one another, just as in real life.

In the course of these business transactions, letters are written, books are kept for various lines and kinds of business (whole-sale, retail, commission, banking, etc.); profits, commissions, interests, etc. are figured out, dealings with the School Bank are carried on, books are audited, everything is done just as in real business offices.

"The truest wisdom is a resolute determination."—Napoleon.

"Waste of time is the most extravagant of all expenses."

Penmanship

secures positions, promotion and preference.

Business men always prefer employees who "write a good hand." This should not be confused with the flourishes and exaggerated fancy work and shading that is so often mistaken for penmanship, and for which the business man has only contempt.

Under our instruction you will improve your handwriting so that you will be preferred by your superiors or prospective employers; so that you can write rapidly, neatly, and legibly without fatigue.

Our Stenographer's Course

means good pay, promotion and opportunity.

As stenographer you are in close touch with your chief. In the shape of correspondence, briefs, reports, etc., you put on paper his thoughts and experience necessary in running the business. In other words, you learn the business — and get paid at the same time.

Can you think of a better way of making headway? This harvest of opportunities explains why many of the country's leading men started as stenographers.

President Wilson uses shorthand daily in his work. His personal stenographer and the stenographer of his Secretary use the same system of shorthand that we teach — Gregg.

"People seldom know how to employ their time to the best advantage until they have little time left to employ."—Lord Chesterfield.

"Empty thy purse into thine head."—Shakespeare.

Gregg shorthand is the easiest to learn and to read, the speediest to write, as has been proven in international speed contests, also by the great success of Rhode Island Commercial School graduates. (Two of them are official court reporters in Rhode Island — a position where speed is essential).

Every year we enroll students who wish to improve their speed or their typewriting skill rather than be crowded out by others who have better training.

If you are already too far advanced in Pitmanic shorthand to change your system, we will finish your training.

Touch Typewriting **the visible proof of your stenographic skill.**

Your stenographic ability will be judged by your skill in placing before your employer neat and correct typewritten letters.

Our "Rational" method of touch typewriting will give you this skill. Typewriting without looking at the type keyboard, enables you to write more rapidly without eye strain; since you do not have to constantly shift your eyes from your notes to the keyboard.

Every season many students come to us, who know typewriting, but are not sufficiently accurate and proficient to do good work. We make them experts.

Our typewriting equipment consists of almost a hundred machines. They are kept in the best of condition, and replaced with new machines as soon as they show enough wear.

"The first step is the step that counts."

"Learn to paddle your own canoe skillfully, and your ship will come in."

You cannot do good work on a poor machine. Therefore we do not tolerate the so-called "school machines" which are often thought "good enough for a beginner". Our motto is "nothing too good for our students".

Office Practice

makes you more than a "mere beginner".

When the business man wants a stenographer, he doesn't mean only a person who can write shorthand and use the typewriter. He expects the stenographer to know how to handle incoming and outgoing mail, how to file letters, how much postage is required for mail matters, how to handle duplicating machines, how to keep his desk clear, etc. All this you learn in the course of your studies here.

Business English

vitaly necessary to every office worker.

Our course in Business English overcomes the shortcomings which almost everybody has in this respect. The course is different from the dry grammar drills usually carried on in school.

Here you learn by doing. After some preliminary drills, you will be taught how to write good business letters, just as they occur in real business life in a great variety of lines of business and legal work.

"To get your inning, make a beginning."

"The masterpiece of man is to live to the purpose."—Franklin.

Our Teachers

the same staff that has made our Day School famous.

The Rhode Island Commercial School has become famous in the educational field because we have more teachers in proportion to students than any similar institution, and because our faculty is the best paid.

All our teachers are very much above the average. This is why business men say our graduates are above the average.

Our teachers are all in harmony with the high ideals of the Rhode Island Commercial School, and in sympathy with our students, which makes the courses interesting and pleasant.

Our Method of Instruction

adapted to your individual needs.

Instruction that meets your individual needs is the rule here. Therefore you do not waste time rehearsing knowledge that you already have.

For example, if you are familiar with bookkeeping to a certain extent, your studies can start where your present knowledge ends.

You may wish to fortify your skill in only one or in just a few of the various studies that comprise the courses shown on page 10.

We shall be glad to advise with you on your needs, and mark out a course that will accurately conform to your requirements

"Failure is the worm-eaten fruit of indifference."

"You cannot push any one up a ladder, unless he is willing to climb a little himself."—Carnegie.

for obtaining the greatest skill in the shortest time consistent with good training.

School Equipment

unexcelled by any office, or any educational institution.

Our school rooms are fitted with desks just as you find them in real business offices. The lighting arrangement is scientifically perfect — a modern Tungsten lamp over each desk. There is just the right amount of light thrown on the blackboards to avoid injurious glare or reflection.

Our ventilating equipment insures plenty of fresh air without draft.

How to Select a Commercial School

The reputation of our Principal and our faculty, the efficiency of our school equipment are reflected in the success of our graduates and the esteem we enjoy on the part of our students, their friends, and the business men of Rhode Island who employ our graduates.

We do more than most Commercial Schools. Most of them do not even claim more than to teach business methods as carried on in "actual business practice."

We believe this is not enough. We teach you business methods as carried on by the foremost, the most progressive business establishments. We fit you so that you will be an efficient worker no matter whose employ you enter.

"The fault, dear Brutus, is not in our stars, but in ourselves, that we are underlings."—Shakespeare.

"No one can cheat you out of ultimate success but yourself."—Emerson.

We fit you to do your work so well, that nobody else can do it better. For it is just that margin by which you *excel* your rivals that gives you the assurance of the utmost success.

Visit the School without obligation.

You are cordially invited to inspect the school; to let us show you our methods, our up-to-date equipment (including our electric program clock).

Do not hesitate to take our Principal into your confidence. He has helped many young people solve their problem of making a success. He may be able to help you, too.

Night School Courses

Business Course

Bookkeeping
Business Arithmetic
Business Letter Writing
Penmanship
Spelling
Rapid Calculations
Banking
Filing
Business Practice
Business Forms and Methods

Stenographic Course

Shorthand
Touch Typewriting
Business Letter Writing
Business English and Spelling
Office Practice
Filing

Special Courses

adapted to your individual requirements, if you do not wish or need a complete course.

"No young man ever lived who had not had a chance."—Carnegie.

"To make headway use your head —and your will."

When to Begin

The Night School year starts the first Monday after Labor Day, in September, and ends about the middle of May, with a two weeks' Christmas vacation.

Sessions are held every Monday, Wednesday and Friday, from 7:15 P. M. to 9:15 P. M. The class rooms open at 7:00 P. M., when you may begin your studies.

Employment for Our Graduates

We maintain an employment department for our graduates of which they are life members without charge. In other words, you may call on us at any time to place you in a position so long as you prove worthy through ability and character.

We usually have more calls from employers of office help than we can fill. The high standing of these business firms (for partial list see page 14) is a high testimonial to the standing of the Rhode Island Commercial School.

Our diploma is regarded by business men as a warranty of efficiency. Many require no other recommendation.

Charges for Instruction

The charge for tuition in the Night School for the entire season is \$32.50 if paid in one or two payments in advance.

The charge for each term of ten weeks is \$12.50. Of this one-half (\$6.25) is payable at the beginning of each term, the other half at the middle of each term on presentation of bill.

"What signifies wishing and hoping for better times? We make these times better if we bestir ourselves."—Franklin.

"No gains without pains."—Franklin.

No charge is made for the Christmas vacation period. Textbooks and stationery are furnished at minimum cost. The entire outfit is not required at the start and may be purchased as needed.

The Success of Our Graduates

is indicated by the appended excerpts from the many letters we have on file. Space forbids quoting more.

"I graduated from the R. I. C. S. Night School and I wish to thank you and your teachers for the kindness and personal attention shown me. Your instruction is thorough, and I found your methods those prevailing in the business world."

MILDRED S. ADAMS

"Am enjoying my position and can now see how much your excellent courses and teachers have done for me."

EVA A. BLANCHETTE

"The school year I spent at the Rhode Island Commercial School has proved of immense advantage to me since I entered the employ of the Westminster Bank."

RALPH PAYTON

"The training I got in your school has been very helpful to me."

ROY S. STIMPSON

"It is by reason of the thorough training I received at your school that I am able to hold my present position."

MARGUERITE A. HOGAN

"Plow deep while sluggards sleep."—Franklin.

"Have you somewhat to do to-morrow? Do it today."—Franklin.

"Immediately after graduating from your school, you sent me to my present excellent position. The ease with which I handled every detail of office work from the start makes me feel assured of the excellence of your training."

PATRICK J. McINERNEY

"After taking the Civil Service examination shortly after graduating from your school, you placed me with the N. Y., N. H. & H. R. R. Co., which position I held until my present appointment in the Department of the Interior at Washington.

"My success is due to the training I received in the Rhode Island Commercial School. I unhesitatingly recommend it to any one wishing to secure a thorough training."

HAROLD SILVERSTEIN

"I graduated from your evening school and feel free to say that the training I received there has enabled me to fill my position with the National India Rubber Co. in such a manner that I have since received several promotions."

WILLIAM H. SISSON

"Employ thy time well, if thou meanest to gain leisure."—Franklin.

"Since thou are not sure of a minute, throw not away an hour."—Franklin.

The Leading Business Men Endorse the Rhode Island Commercial School by Employing Our Graduates



Space forbids printing all the firms who look to us to supply them with reliable office help. Here is a partial list.:

Brown & Sharpe Manufacturing Co.	Martin-Copeland Co.
The American Woolen Co.	Providence Telephone Co.
Gorham Manufacturing Co.	Rhode Island Tool Co.
General Fire Extinguisher Co.	Starkweather & Shepley
D. & W. Fuse Co.	The American Screw Co.
Belcher & Loomis Hardware Co.	Livermore & Knight Co.
Congdon & Carpenter Co.	United States Finishing Co.
Nicholson File Co.	Providence Journal Co.
American Locomotive Co.	Department of Public Works, City Hall
William A. Harris Steam Engine Co.	Rhode Island Insurance Co.
American Locomotive Automobile Co.	Tilden-Thurber Co.
American Emery Wheel Works	U. S. Bobbin & Shuttle Co.
Armour Packing Co.	Underwood Typewriter Co.
Chapin & Hollister	Young Men's Christian Association
Providence Engineering Works	Metropolitan Life Insurance Co.
Panama Canal Commissioners	The Shepard Company
Manufacturers' Outlet Co.	The Superior Court, Providence,
Rhode Island Supply & Engineering Co.	The Supreme Court, Providence, R. I.
General Electric Co., Lynn, Mass.	American Textile Co., Pawtucket, R. I.
National India Rubber Co., Bristol, R. I.	

"You may delay, but time will not."—Franklin.

"No man was ever glorious who was not laborious."—Franklin.

Atlantic Mills,
Rhode Island Hospital Trust Co.
The Standard Oil Co.
John P. Squire Co.
Office of Keith's Theatre, Providence
Westcott, Slade & Balcom
Burrows & Kenyon
N. Y., N. H. & H. R. R. Co.
The Hall & Lyon Co.
G. L. & H. J. Gross
Allen & Reed
B. B. & R. Knight
Earncliffe Worsted Mills
The Rhode Island Co.
Rogers Screw Co.
United National Bank
Narragansett Electric Light Co.
Providence & Washington Insurance Co.
The Greystone Mills, Greystone, R. I.
Union Trust Co.
Barney & Lee, Attorneys
Theodore W. Foster & Brother Co.
The John Hancock Life Insurance Co.
The L. H. Tillinghast Supply Co.
The Westminster Bank
English High School
Ostby & Barton Co.
Remington Typewriter Co.
Industrial Trust Co.
The Manufacturing Jewelers Board of Trade
Baird-North Co.
National Exchange Bank

American Supply Co.
Post Office, Danielson, Conn.
Mechanics National Bank
Alfred Gwynne Vanderbilt
The Secretary of War, Washington, D. C.
The Secretary of the Navy, Washington, D. C.
Commissioner of Indian Affairs, Washington, D. C.
Providence Institution for Savings
Remington Printing Co.
Providence Post Office
Richardson & Clark, Bankers
Rhode Island Ring Co.
B. H. Gladding Dry Goods Co.
National Biscuit Co.
The Merchants National Bank
United States Finishing Co.
Union Hardware & Electric Supply Co.
Callender, McAuslan & Troup Co.
The C. S. Bush Co.
Brown University
Travelers' Insurance Co. of Hartford
The Rhode Island Co.
The Irons & Russell Co.
Italo-American Trust Co.
Universal Winding Co.
Davol Rubber Co.
National Life Insurance Co. of New York
The State Library, State House
National Machinery Co.
Providence Wholesale Drug Co.
Proffitt-Larcher Advertising Corporation

"Many a man thinks he is buying pleasure, when he is really selling himself to it."—Franklin.

“Preparation is the
Mother of Success”