

Bryant University

Bryant Digital Repository

Rhode Island Commercial School (1898-1916)

Douglas and Judith Krupp Library Special
Collections

1911

Annual Prospectus of the Rhode Island Commercial School

The Rhode Island Commercial School

Follow this and additional works at: <https://digitalcommons.bryant.edu/rics>



Part of the [Education Commons](#)

Recommended Citation

The Rhode Island Commercial School, "Annual Prospectus of the Rhode Island Commercial School" (1911). *Rhode Island Commercial School (1898-1916)*. Paper 7.

<https://digitalcommons.bryant.edu/rics/7>

This Advertisement is brought to you for free and open access by the Douglas and Judith Krupp Library Special Collections at Bryant Digital Repository. It has been accepted for inclusion in Rhode Island Commercial School (1898-1916) by an authorized administrator of Bryant Digital Repository. For more information, please contact dcommons@bryant.edu.

RHODE
ISLAND
COMMERCIAL
SCHOOL



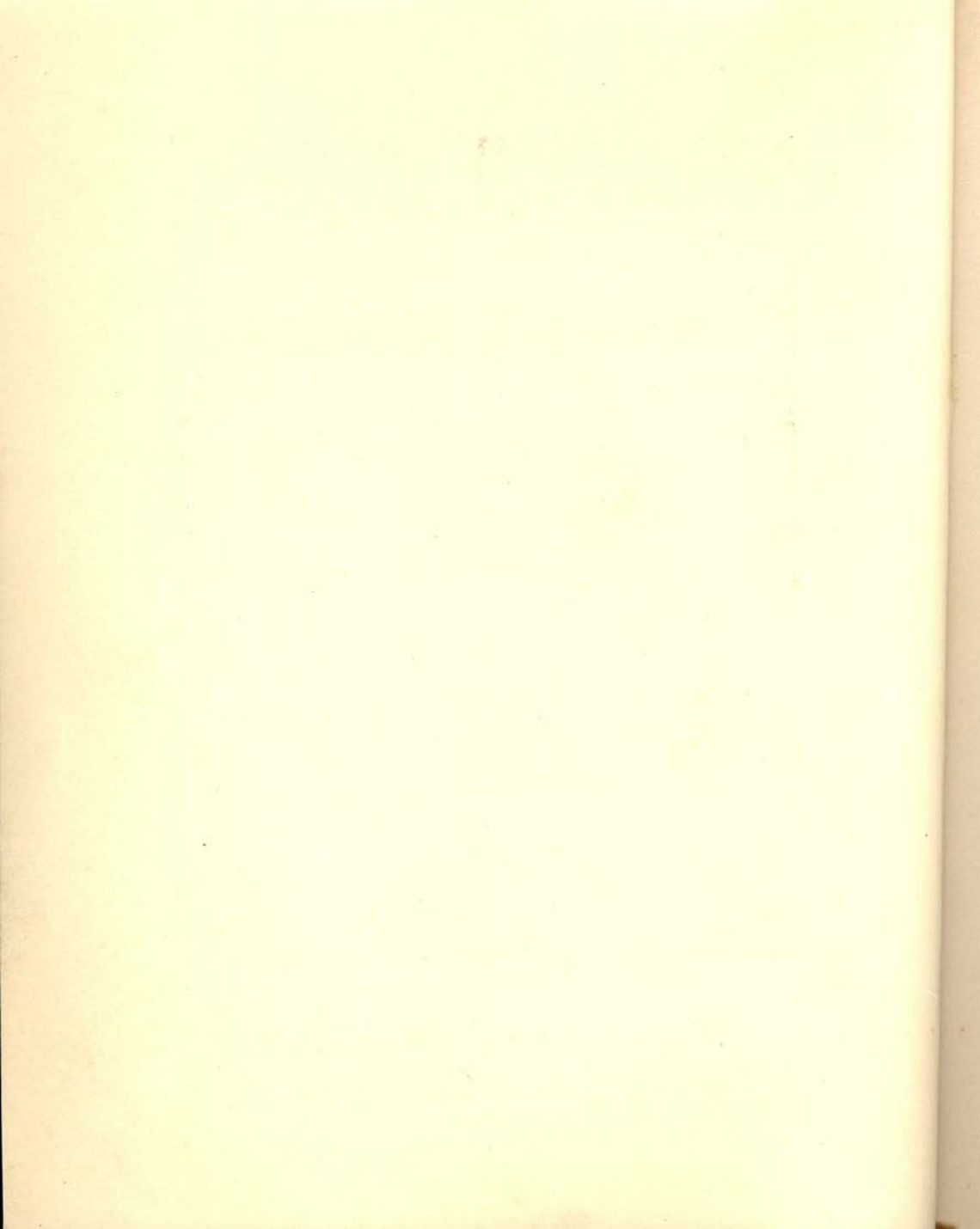
Gwendy.

(Edith Lillian Otley) Searle

Graduated 1913



Harry Lob Jacobs



ESTABLISHED 1898

Annual Prospectus
OF THE
Rhode Island Commercial School

BUTLER EXCHANGE
PROVIDENCE, R. I.

HARRY LOEB JACOBS

*Former Official Stenographer of the House of Representatives
and of the Senate of Pennsylvania*

Principal and Proprietor

Telephone: Office and Situation Department, Union 1576

Copyright, 1911
by
Harry Loeb Jacobs

Rhode Island Commercial School

To the Public

We believe we are justified in asking for patronage as the LEADING business school of Southern New England, and we are prepared to substantiate our claim by material evidence of what we are doing today.

This book is intended to present those claims in a degree, but it must be realized that the printed page cannot do justice to the teeming activities of an educational institution of this character.

We can but hope, therefore, that the reading of it will inspire a desire to know more of our school—its aims, its hopes and its accomplishments—to the end that we may receive a personal visit from you. We thoroughly believe that you cannot thus come in close touch with the school without realizing the thoroughness and high character of the work we are doing, and becoming yourself a firm advocate and supporter of the Rhode Island Commercial School.

HARRY LOEB JACOBS,
Principal

THE VALUE OF A BUSINESS TRAINING

Unlimited
Opportu-
nities

INFINITELY more and far greater opportunities for young men and women are open in the business world today than at any other period in our country's history. Energy and enterprise are at a premium and young people can make of themselves just what they will.

¶ No college ever made a business man. A college education is desirable, and we would not discourage any one who is in a position to take advantage of its privileges; but the point to be emphasized is that statistics prove that the majority of the most successful business men of today are those whose education was acquired almost wholly by personal effort, private study and contact with the business world.

Rhode Island Commercial School

¶ As preparation is absolutely necessary to secure a position in a modern business office, it is the young people from the best Commercial Schools who are receiving the first call for the better places today.

¶ The training we give is a good investment. It pays better than money invested in a mortgage, or put into a bank. It is the best legacy a parent can leave his child, for it places in his hands the means of earning a remunerative and honorable living, and equips for the seizing of the opportunities of the business world that make for splendid success.

Business
Training
Necessary

WHAT WE DO

THE Rhode Island Commercial School performs two distinct functions. First, it gives its students a thorough training for business life; second, it secures them positions and gives them an opportunity to make use of the training they have received.

¶ It differs from most other business schools in that its courses are designed to prepare young people to become not simply bookkeepers or stenographers, but to give them the general education that will enable them to advance to more important positions, and eventually to become the business leaders of the future.

¶ The fact that a person takes a business or shorthand course does not imply that he desires to remain a bookkeeper or stenographer all his life, for this is exactly what a thorough business education prevents. It is manifestly impossible

Rhode Island Commercial School

for a young man, without business experience, to start as the head of a firm, or even in charge of a department. He must begin at the bottom, and there are two places in which he may start—the workshop or the office.

¶ If he start in the workshop, without education, he will find it very difficult to rise above the rank of a skilled workman. If he start in the office, without special training, all that he can do at first is the work of an office boy or that of a minor clerk, and all that he will know, after he has been there several years, is the routine work of that particular office. He may advance in the service of the firm, but his progress will be necessarily slow, unless he possess extraordinary ability, and, unfortunately, the average person does not possess extraordinary ability.

Special
Training
Necessary
For Any
Calling

¶ The Rhode Island Commercial School courses not only give the students a familiarity with the general routine of business, but they also give the broad, general education that will place them on an equal footing with graduates of other institutions of learning, and make it possible for their progress in the social world to keep pace with their progress in the world of business.

METHODS AND TEACHERS

Practice
Not
Theory

THE courses of instruction in the Rhode Island Commercial School are based upon the actual demands of the business world today, knowledge of which has been gained through personal contact with business and professional men and a careful study of the methods in vogue in this community. Our students do not learn things which they must unlearn when they enter business life.

The
Habits
Acquired

¶ The students themselves insensibly realize from the first that our school means business. There is an atmosphere of order, system and work throughout the departments, and habits of attention, promptness and diligence are naturally and quickly acquired. An appeal is made to their best impulses, and each student is encouraged to put forth the highest effort to accomplish the desired end.

Rhode Island Commercial School

¶ We have always considered it good policy to build up our school by having an efficient faculty. No opportunity has been allowed to pass whereby we could secure the services of experienced teachers of the right personality. We are proud of our faculty, and our hundreds of successful graduates are a tribute to their earnestness and devotion to duty. Our teachers give their undivided time and attention to this school, and to the welfare and progress of the students under their charge.

Experi-
enced
Teachers

¶ The Principal is a school proprietor of many years' experience. Previous to conducting a school of his own he had the advantage of a wide business experience, and was also official stenographer to both branches of the Pennsylvania Legislature. He is, therefore, eminently fitted by actual experience to conduct a high-grade and efficient business school.

INDIVIDUAL AND CLASS INSTRUCTION

THE school employs two distinct methods of instruction, namely, individual and class instruction. This system of individual and class instruction is pursued in all departments, and in all subjects. Recitations and drills are valuable and necessary in all school work. The explanations and discussions by the teacher excite interest, create enthusiasm, cultivate attention, and give encouragement to the student, a condition which is productive of results not possible in instruction that is entirely individual.

Individual
Instruction
the
Keynote

¶ Our individual instruction, however, is the keynote of our success. We have combined the two methods so that those students who desire to progress as rapidly as possible can do so, and yet the weak and backward student receives the benefit

Rhode Island Commercial School

of that personal attention which will lift him out of his discouragement and give him self-reliance, courage and independence.

¶ This plan of instruction, which is carried out in both the day and evening schools, enables each teacher to come into personal contact with every pupil and to constantly supervise the work of the student so as to preclude the possibility of his falling into errors which are so frequently observed where a less conscientious and painstaking method of instruction is pursued. If he is able to go rapidly, the slow student does not hinder him. The teacher explains to him just what he needs help in, and he is not retarded by explanations that are not needed. The instruction here, therefore, can be nicely adjusted to the wants of the individual, and as a result, no student is held back by a class condition, but advanced in his studies as fast as is consistent with thoroughness and his individual ability.

Personal
Supervision
of each
Pupil's
Work

SCHOOL ROOMS AND EQUIPMENT

Inspiration
to Best
Effort

SURROUNDINGS have much to do with the formation of character. Refined, wholesome and inspiring influences and environment are important factors in the education of young people. Our students are surrounded with the best possible conditions for study and mental development, there being everything to interest and inspire them to their best efforts.

Ideal
School
Rooms

¶ Our rooms themselves are ideal for school purposes, possessing three outside frontages, affording an abundance of light and air. In addition, patent ventilators are located at convenient points in all rooms in order to insure proper circulation of fresh air and even temperature at all times.

Cloak
Room

¶ A cloak room is provided for the checking and safe keeping of students' wearing apparel.

Rhode Island Commercial School

¶ We have spent thousands of dollars during the past few years in refitting our school, and today no commercial school in New England contains better or more complete equipment.

New
Equipment
Costing
Thousands
of Dollars

¶ Our furniture was all made to our order, and is of such design as best to serve the interests of health and convenience.

¶ All the modern office appliances which the student will encounter when in actual business life are here, and familiarity with them immediately stamps our graduates as capable office assistants when undertaking actual work.

¶ In this equipment are the Burroughs Adding and Listing Machine, the National Cash Register Office Machine, the Rotary Mimeograph, the Rapid Roller Copying Press, Letter Copying Presses, Numerical, Alphabetical and Geographical Vertical Filing Systems, Card Indexes, Check Protectors, Numbering Stamps, Loose-Leaf Ledgers, Journals, Cash Books, Duplicate Billing and Charging Systems, Billing and Tabulating Typewriters and Adding and Subtracting Typewriters, fully meeting every requirement of modern business training.

Modern
Office Ap-
pliances

Rhode Island Commercial School

Actual
Office
Practice
Divisions

¶ What the model school is to the normal school, or the hospital to the medical school, the Actual Practice Division is to the Commercial School. This is a most unique feature of our courses, and one that is productive of the greatest practical results to our students.

¶ Every phase of actual business or shorthand work is here exemplified, by the student doing the work under the same conditions, and with the same equipment that is used in the world of business.

Like
Stepping
From One
Office to
Another

¶ This plan of work has made our students eagerly sought after by the business community.

Ideal
Location

¶ Our location is ideal. The school is but a few minutes walk from the Union Station and the same distance from practically every local and suburban electric car coming into the city. Our building faces on Westminster as well as Exchange Place and is in the very heart of the business section, enabling thousands of people to daily pass from one street to another, directly through the building.

Rhode Island Commercial School

¶ In these days of holocausts in office buildings from destructive fires, it is well to call attention to the unusual facilities with which our pupils are surrounded for safeguarding their lives. All our rooms are equipped with large, broad and easy outside fire escapes leading to the ground floor, entrance to which is had by large windows. Two broad steel stairways—one in the center of the building and one in the rear near our school rooms—also afford means of easy and quick access to the street, while double safety elevators are at the disposal of our students. Fire drills are also practiced with a view to having our students prepared should the occasion ever arise. Furthermore, the Central Fire Station is in plain view of our rooms and within two minutes run of the same.

Fire
Protection

EMPLOYMENT FOR GRADUATES

High
Grade
Positions
the Rule

OUR Situation Department is conducted in that progressive spirit which marks every part of our institution, and is an actual assistance to our graduates—not merely an advertisement for our school. We endeavor to supply just the right candidate for each position, and just the right position for each graduate. Our graduates experience no difficulty in securing positions commensurate with their ability, and our patrons are assured of a continuance of the same high grade employment service which has always accomplished such encouraging results.

A Banker's
Unsolicited
Praise

¶ The president of a prominent bank recently said to us in this connection, "It is a splendid thing for Providence business men to have such a place as yours to call upon when in need of an employee for a responsible position. You seem to fully understand just what we are looking for,

Rhode Island Commercial School

and will recommend no one unless you are sure the applicant is of good character, and will meet our other requirements."

¶ Our Situation Department is known to the business public of Providence as a dependable source for obtaining capable, intelligent, well-trained office assistants, and in no circumstance will we recommend a student who has failed to prove himself or herself worthy in character, habits and scholarship, or who has not passed the final examinations in a manner that would meet the requirements of business.

The
Graduate
Must Prove
Worthy

¶ On the other hand, the entire facilities of this thoroughly organized department are at the service of our graduates without any charge whatever, *and our willingness to aid our students does not end in the placing of them in their first positions, but continues as long as they prove their personal worth.*

Rhode Island Commercial School

DAILY RECORD OF PROGRESS AND ATTENDANCE

WE keep a detailed record of our students' progress, and are able to show at all times, by means of a carefully kept loose leaf system, the exact amount of work done by any pupil during every day of his attendance. This is open for inspection of parents and guardians at all times.

Rhode Island Commercial School

COURSES OF STUDY

BUSINESS COURSE

SHORTHAND AND TYPEWRITING COURSE

COMBINED COURSE

PRIVATE SECRETARY COURSE

THE above courses are offered in the Rhode Island Commercial School through two entirely separate departments. Each course is distinct in its purpose and each has been developed so as to secure the most rapid advancement and completion with the least expense, consistent with sound training.

¶ A description of these courses, the purpose of each, the studies taken up, and the approximate time required for completion, will be found in the following pages.

Rhode Island Commercial School

THE BUSINESS COURSE

BOOKKEEPING, Single and Double Entry
ACTUAL OFFICE PRACTICE
BANKING
AUDITING
BUSINESS PENMANSHIP
RAPID CALCULATIONS
COMMERCIAL ARITHMETIC
BUSINESS CORRESPONDENCE
COMMERCIAL LAW
COMMERCIAL GEOGRAPHY (Optional)
BUSINESS FORMS AND CUSTOMS
BUSINESS ENGLISH AND SPELLING

Actual
Business
Methods

OUR Business Course is based upon the customs and methods used in the best business houses, as gathered from our experience and contact with practical bookkeepers and business men. The methods of instruction and the equipment used are such as to give the

Rhode Island Commercial School

student the feeling of being actually engaged in the business world.

¶ It is the aim of the course to give a broad knowledge of affairs, and develop business habits and those qualities of honesty and integrity that stand for all that is highest and best in the commercial world.

¶ A distinctive feature of this course is that every transaction and explanation of the same, as well as every invoice, note, draft or check, passes under the eye of a teacher, and receives his stamp of approval before being allowed to pass current in the transactions of the Department. Our system is one of *combined study and practice*. Through such training and discipline, the pupil obtains a complete knowledge pertaining to business transactions and their proper relation to one another.

Distin-
guishing
Features

THE STUDIES OF THE BUSINESS COURSE

¶ *Bookkeeping* is one of the fundamental studies of the Business Course. By methods thoroughly practical and up to date, the pupil is advanced step

Bookkeep-
ing

Rhode Island Commercial School

by step from the handling of the simplest accounts to the work of the Office Practice Department, where he is taught the more intricate methods in vogue in the offices of our large corporations. Space will not permit of a full description of this logical and comprehensive course, but experience has demonstrated that it is broad enough to fit our graduates for the duties of the largest counting room.

Business
Arithmetic

¶ *Business Arithmetic* is of great importance in any business position, and a thorough and practical knowledge of the principles of percentage and its various applications to business transactions is absolutely necessary. The arrangement of our arithmetic work is such that accuracy and rapidity in arithmetical computations are assured.

¶ The following branches are based on the principles of percentage: Discount, Commission, Insurance, Interest, Stocks and Bonds, and Taxes. In addition to the work in these subjects, the student is given a thorough understanding of Bills, Commercial Paper, Trade, True and Bank Discount, Exchange, Banks and Banking, Customs, Equation of Accounts, Partnership, etc.

Rhode Island Commercial School

¶ *Rapid Calculations.* Daily practice is given in Rapid Calculations, especially addition, use of fractions, and in computing discounts and interest. Rapid Calculations

¶ *A good handwriting* is one of the most satisfactory, as well as valuable, accomplishments a person can possess. To be a good penman, one must write neatly, plainly and rapidly. No other single qualification will aid a student so much as good penmanship in securing and holding a business position. Business Penmanship

¶ Our course is systematic from beginning to end. Daily drills in the study and practice of penmanship, under the direction of experienced teachers, are given during the pupil's entire attendance, and it is seldom that one fails to acquire a rapid and legible handwriting.

¶ A large part of today's business is transacted by correspondence. It is, therefore, of great importance that the young man or woman qualifying for a position should be able to dictate or write letters in a clear, concise and business-like way. Business Correspondence

¶ The instruction consists of spelling, punctuation, use of capital letters, paragraphing, construc-

Rhode Island Commercial School

tion of sentences and proper arrangement of the parts of a letter. The student is required to write business letters of every description, and these are submitted to the careful examination and criticism of the teachers in charge. The theoretical instruction is supplemented by continuous practice in actual letter writing in the advanced Business and advanced Shorthand departments.

Commer- cial Law

¶ *Commercial Law.* One of the assets of every business man should be a knowledge of Commercial Law. In its most common applications it will prove a safeguard for one's own business, and frequently save attorney's fees when others would take undue advantage. To know when *not* to be involved in litigation is just as important as to know when the law warrants such a course.

¶ The subjects included in this Course are Contracts, Sales of Personal Property, Negotiable Instruments, such as Drafts, Notes, Checks, etc., Interest and Usury, Agency, Liability of Common Carriers, Partnership, Corporations and Joint Stock Companies, Insurance, Real Estate, Leases, Distribution of Estates, etc.

Rhode Island Commercial School

¶ *Commercial Geography*, while an optional study, is an important element of knowledge to acquire. It embraces a knowledge of manufacturing centers, routes of transportation, methods of manufacture, and a general acquaintance with products and wares.

Commer-
cial
Geography

¶ Although often considered as too elementary in character for consideration by grown pupils, our experience is that the majority of young people need to study spelling, and we have, therefore, incorporated this branch into the Business as well as the Shorthand Course. The words consist chiefly of ordinary business terms and definitions, geographical names, abbreviations and synonyms.

Spelling,
Abbre-
viating and
Defining

ACTUAL OFFICE PRACTICE

Office
Experience

WHEN the student has become familiar with the general transactions which he will encounter in ordinary business life, he is advanced to the Office Practice Division, where he is drilled in the special methods in vogue in the offices of different business enterprises.

¶ This department is fitted up with an appropriate equipment of furniture and fixtures including a late model Burroughs Adding and Listing machine.

Completely
Equipped
Offices

¶ Here the voucher system, loose-leaf ledgers and other recent innovations in the field of accounting are fully exemplified. Particular stress is laid upon corporation bookkeeping in all its phases, especially as to the opening of corporation books, increasing or decreasing of capital, crediting of

Rhode Island Commercial School

reserve or surplus, and the closing of these books. The student is also made acquainted with the uses of the various special column rulings, the adding machine, and other labor-saving devices, each section representing a distinct line of business, including Banking, Wholesale, Transportation, Commission, Real Estate and Insurance. Each of these offices is equipped with a complete set of books and forms adapted to the line of business represented, which are identical in all essential particulars with those in use in the best business establishments of Rhode Island.

¶ The student performs the actual duties of the positions peculiar to these various business houses. In the bank he discharges the duties of Collection Clerk, Discount Clerk, Receiving Teller, Paying Teller, Bookkeeper and Cashier. He receives deposits, pays checks, sells bills of exchange, discounts commercial paper, issues drafts, certifies checks, balances pass books, takes daily balances, and assumes the responsibilities of the bank employee. In the wholesale house, he is Shipping Clerk, Bill Clerk, Bookkeeper, Cashier, etc. The same is true of the other offices.

Learning
to Do by
Doing

Rhode Island Commercial School

Transact-
ing Business
with Other
Schools

¶ Our students also transact business by correspondence with students of other schools in a number of leading cities, and actually exchange goods represented by vouchers. Market quotations of the various commodities dealt in are posted daily so as to make the work identical with that actually transpiring in the business world at the same time. The expense for postage in these offices is borne by the school.

AUDITING

IT sometimes happens in the Banking and Office Practice Division that the books of a careless student become involved to such an extent that the student himself is unable to straighten them out. In such a case, another student is assigned by the instructor to give the books a careful audit and put them into shape. The student whose books needed experting is required to do an additional set, while the student who acted as expert accountant, besides gaining this valuable experience, is given due credit for his proficiency in determining his graduation mark for expert accounting.

Expert
Accounting

¶ Complete sets of books are given to the student to audit, in which errors in posting and spurious entries have been introduced, leading to a false showing in the final statements; the student is required to correct all errors and render a true statement of the condition of the business. The errors in posting which the student is expected to locate are those that most frequently appear in books; as, transposition of figures, translocation of figures, posting to the wrong side of an account, posting to a wrong account on same side of ledger, omissions, repetitions and errors in addition.

Practical
Auditing

GRADUATION REQUIREMENTS

Graduation
Require-
ments

THE subjects in which the student is examined for graduation from the Business Course are :

¶ Theory and Practice of Bookkeeping, Business Methods, Business Customs, Banking, Mechanical Arrangement, Balance Sheet Work, etc., Commercial Arithmetic, Rapid Calculations, Commercial Law, Penmanship, Business Correspondence, and Spelling.

THE SHORTHAND AND TYPEWRITING COURSE

SHORTHAND WRITING
TOUCH TYPEWRITING
ACTUAL OFFICE PRACTICE
BUSINESS ENGLISH
BUSINESS PENMANSHIP
BUSINESS CORRESPONDENCE
RAPID CALCULATIONS
SPELLING

THE demand for competent stenographers and typists is large and steadily increasing. Employers in every line of business have learned to appreciate the value of stenographic service; they have also come to require that stenographers be thoroughly prepared before entering upon their duties, and will no longer tolerate half-trained "beginners."

Rhode Island Commercial School

Some
Mistaken
Ideas
Set Right

¶ Among popular notions regarding these studies, two mistaken ideas are prevalent. One is, that shorthand is a very difficult study, and only those who develop special aptitude can master it; the other, that typewriting is very easy, and any one can learn all about it in a short time by merely practicing on the machine. The facts are, that shorthand is really quite easy to learn; but because it consists of a great amount of detail, it requires time and considerable patience and perseverance. No student of ordinary intelligence will find it beyond his capacity, and it is really not so hard to learn as most of the subjects in an average high school course. On the other hand to become skillful in typewriting usually requires as great an amount of instruction and painstaking direction by expert teachers as is needed for the mastery of shorthand.

The
System
Taught

¶ The principal system of shorthand taught at the Rhode Island Commercial School is the Gregg, which is capable of high speed, is simple to acquire, easy to write and is very legible. The prime requisite of shorthand for office work is that it shall be capable of being read rapidly and with absolute accuracy. The thoroughness of the

Rhode Island Commercial School

teaching is shown in the fact that several graduates of the shorthand course have passed the U. S. Civil Service examination immediately after graduation, although the Government, in a circular letter recently issued, states that "with rare exceptions persons who have not had at least a year's experience at reasonably rapid and difficult work, or a year's hard practice, have small chance of passing these examinations."

¶ For the benefit of those who prefer Pitman Other Shorthand, we offer the Graham-Pitman, which is Systems generally recognized as the best Pitmanic System in use today.

¶ Pupils who have begun the study of any of the various Pitman systems elsewhere, and who wish to carry the same to a satisfactory completion, will find their requirements fully met under thoroughly qualified teachers.

¶ Typewriting is the visible part of the stenographer's work. The business man judges the stenographer by his typewriting, as well as his ability to transcribe his notes accurately and quickly. Touch Type-writing

Rhode Island Commercial School

The
Right
Method

¶ We teach the touch system of typewriting, using a method which is the product of years of careful thought and observation. The pupil is taught to operate the machine with ease and rapidity without looking at the keyboard, thereby being able to concentrate his whole attention upon the matter to be transcribed. By this system the operator is able to do his work in less time and with one half the expenditure of energy required under the old methods of instruction.

Direct
Machine
Dictation

¶ A special and very practical feature of our typewriting training consists in a thorough daily drill of dictation which the operator takes directly on the machine without the intervention of shorthand notes.

Ample
Equipment

¶ The school is equipped with sixty standard typewriting machines of the latest models. Whenever a machine shows signs of wear, it is replaced by a new machine, thus giving our pupils the advantage of practicing on the best and most efficient machines at all times.

Qualifica-
tions for
Entering

ENGLISH IN THE SHORTHAND COURSE

¶ For anyone to take up the study of shorthand without a sufficient English education, or without

Rhode Island Commercial School

taking advantage of the facilities which we have provided to remedy defects in English, is literally to throw away time and money.

¶ By this it is not intended to convey the idea that to learn shorthand one must be a master of language, but that the student must be capable of mastering what is called "Business English" in the time he is learning shorthand and typewriting.

¶ Most students experience more difficulty in acquiring the needed degree of proficiency in English than in either of the other subjects. Especially is this true of spelling and punctuation. This is probably because few of the students who come to us have been trained to habits of accuracy in these branches; yet in the business world *exactness* is demanded. Hence, a very important feature of the shorthand course is the daily instruction in English, which continues throughout the course, and is enforced by a final examination in this subject, which adds much to the meaning and value of the *diploma*.

Practical
Knowledge
of English
Necessary
for Success

¶ Any student who shows proficiency in English before the shorthand course is completed may take

Rhode Island Commercial School

the final English examination and, if successful, be excused from further work in this subject.

¶ No applicant is admitted to the Shorthand course of the Rhode Island Commercial School unless the preliminary test of his knowledge of language gives fair promise of success.

Defects in
English
Remedied

¶ If deficient in language, the student is at once assigned to a special English Division, where he is drilled in Spelling, Defining and Use of Words, Grammar and Punctuation, Omitted Word Exercises, Synonyms and Business Correspondence. The study of shorthand is commenced, but only a limited time is devoted to it, as the student will be enabled to complete the entire course in a shorter time if he first acquires the needed degree of proficiency in the use of language.

Able
Teachers
Necessary

¶ While a good system of instruction is important, it is equally important that it be taught by capable, experienced teachers, who can themselves do the work which they prescribe for others. It is just here that the Rhode Island Commercial School excels. We believe that few schools are as fortunate in possessing instructors as experi-

Rhode Island Commercial School

enced and as successful in the teaching of shorthand. We also have the benefit of the experience and supervision of the Principal, himself a shorthand writer and teacher of long experience.

¶ The proof of the excellence of our methods of instruction is the success of our graduates in business houses everywhere. Court reporting is the severest test to which any shorthand writer can be subjected, and we are, therefore, proud of the fact that two of the official stenographers of the Courts of Rhode Island are graduates of our school, and write Gregg as taught by us. One of them is the Official Stenographer to the Superior Court; the other, Secretary to the Judges of the Supreme Court of Rhode Island.

Court
Reporters
Who Are
Our
Graduates

Rhode Island Commercial School

ACTUAL SHORTHAND AND
OFFICE PRACTICE

¶ The charm of our shorthand School is in the Actual Practice Division which has been developed to a high state of practicability. Here our students are fitted for immediate usefulness as stenographers.

¶ The object of this department of the course is to give experience, which it does, of the most exacting kind, not only in the matter of ordinary correspondence, but in technical, commercial and legal work as well.

How
Actual
Experience
Is Gained

¶ In this department, which is fitted like an up-to-date business office and contains a full equipment of typewriters, filing systems, letter copying presses, etc., each student has the exclusive use of a standard typewriter, and the work is like that of a stenographer in a business office. Each student receives individual dictation from the Instructor, the Principal and the Secretary of the School, and is obliged to transcribe his or her notes independently. Mimeographing, billing,

Rhode Island Commercial School

filing and the use of the copying presses are taught. All the work is carefully scrutinized, and perfect transcripts are required.

¶ From this department students are graduated, being obliged to show not only accuracy in work, but speed in shorthand and typewriting, adequate to the needs of a business office.

GRADUATION REQUIREMENTS

¶ The absolute requirements for amanuensis work are—(1) A sufficient speed in shorthand to take from dictation 100 to 110 words a minute and accurately transcribe the same on the typewriter at a speed of 25 to 35 words per minute. (2) Unquestioned correctness in spelling. (3) A sufficient knowledge of the use of language to be able to write letters without dictation. (4) General acceptableness in personal appearance, good temper, and common sense; and last, but not least, the faculty of seeing things, with the disposition to do whatever needs to be done.

Rhode Island Commercial School

THE COMBINED COURSE

BOOKKEEPING
OFFICE PRACTICE
BUSINESS CORRESPONDENCE
BUSINESS ARITHMETIC
COMMERCIAL LAW
RAPID CALCULATIONS
SHORTHAND
TYPEWRITING
BUSINESS PENMANSHIP
BUSINESS AND LEGAL FORMS
BANKING
BUSINESS ENGLISH
ACTUAL OFFICE PRACTICE IN SHORTHAND

Broader
Knowl-
edge,
Higher
Salaries

MANY business houses, especially new firms where the chances of promotion are the greatest, do not have sufficient correspondence to warrant them in employing a stenographer; but they can well afford to pay an in-

Rhode Island Commercial School

creased salary to a bookkeeper who is qualified to attend to the correspondence. For this reason many young men and women see the desirability of completing both the business and shorthand courses. Former students recognize from their own experience the increased opportunities which such combined courses offer, and many who have completed the work of one department, return to pursue the work of the other, thus adding to their earning capacity, and for this reason we strongly recommend the combined course. The demand is greater than the supply for employees who thoroughly understand bookkeeping, shorthand and typewriting.

THE PRIVATE SECRETARY COURSE

SHORTHAND AND TYPEWRITING
ACTUAL OFFICE PRACTICE IN BUSINESS
AND SHORTHAND
BOOKKEEPING
BUSINESS CORRESPONDENCE
BUSINESS PENMANSHIP
RAPID CALCULATIONS
BUSINESS AND LEGAL FORMS
SOCIAL FORMS
BUSINESS SYSTEMS
BUSINESS ENGLISH

Most
Attractive
Fields of
Business

THE Private Secretary Course meets the demand for trained assistants in confidential relations to men of large affairs. It offers special inducements to those whose personal and educational equipment qualifies them for the highest and most attractive fields of business life.

Rhode Island Commercial School

The training of the student in this course is more distinctively individual than in any other, as much depends upon previous preparation and experience. Advancement will be as rapid as is consistent with thoroughness, and upon completing the course, the student is prepared to accept the most lucrative and profitable class of business positions.

SPECIAL COURSES

¶ Special courses may be taken with the consent of the Principal. Students are not allowed, however, to take such combinations as will not produce practical results.

Rhode Island Commercial School

THE EVENING SCHOOL

When
to Begin

FOR the benefit of those who are precluded from attending the day sessions by reason of employment during the day, the school is in session from seven fifteen to nine fifteen o'clock from the second Monday in September to the middle of May. Students may begin at any time during the term. The rooms are open at seven o'clock in order that pupils who arrive early may begin their work.

Time of
Sessions

Same
Teachers
and
Methods
as in
Day School

¶ The work done at the evening sessions is chiefly by individual instruction. Our regular day teachers give instruction in the Evening School, the same methods are employed and all the opportunities of our day school are offered. Students who do not desire the regular courses are at liberty to take special courses in such subjects as they may select.

Rhode Island Commercial School

¶ Many business firms find it profitable to send their younger employees to the night sessions for a training either in business branches or in shorthand and typewriting. Their services are thus rendered more valuable to their employers, and both the employer and the employee are benefited.

Employers
Among our
Patrons

¶ Many of the students at the evening sessions are persons who have regular employment in business positions during the day, and whose object is to improve their education and fit themselves for advancement. Others are engaged in less remunerative vocations and wish to obtain office situations as soon as they are qualified; to these, and to all who desire it, the facilities of our Situation Department are as freely accorded as to the students of the day sessions.

Improving
Their
Opportu-
nities

¶ There are hundreds of young people in Providence and throughout the state who have acquired in our night school an education that will be a source of life-long satisfaction to them, and which has in many cases been the means of securing better situations at increased salaries immediately upon completion of our course.

What
Others
Have Done

TIME REQUIRED

OUR adequate corps of instructors, the individual and class instruction, and our splendid equipment are the best assurances that the length of time required to complete the course must depend upon the capabilities and previous training of the student. Where it is necessary to remedy defects in education, the time will naturally be longer than if a student comes to us fully prepared to devote his entire attention to a particular course. It must be admitted that a thorough business training cannot be acquired in the shortest space of time without close application and hard work. As the completeness of the education will determine the student's future standing in the business world, we make no attempt to impart a superficial one, which can only reflect upon the student and upon the school.

Business
Course

¶ The average student who has had a fair English education should graduate in the Business Course

Rhode Island Commercial School

within a school year of ten months. It is possible, however, owing to the individual nature of the instruction throughout the course, for a student, by close application, to finish in from one to two months less than the average time.

¶ The time to complete the shorthand course, depends upon the student's previous education, especially in the matter of English, and also upon his natural ability, application and time devoted to home study during the course. From seven to ten months is the usual time, but a student may, by close application, save a month or two, while others have taken a somewhat longer time. Shorthand Course

¶ Fourteen to eighteen months is the usual time required to complete the Combined Business and Shorthand Course, but as in the other courses, time may be saved by close application and additional home work. The Combined Course

¶ The time required is the same as for the Combined Course. The Private Secretary Course

¶ The time to complete either the Business or Shorthand Course in the Evening School generally Evening School

Rhode Island Commercial School

requires two full school years, provided the student comes regularly. Pupils who leave before graduating are given a Certificate showing the work accomplished. Those who wish to graduate and obtain our regular Diploma must take and complete all the studies prescribed in either of the regular courses of the Day School.

¶ *The Rhode Island Commercial School Diploma is regarded by leading business houses as a warranty of efficiency.*

GRADUATING EXERCISES

NO other school in New England, to our knowledge, has been honored equally with the Rhode Island Commercial School in the character and eminence of the distinguished men who have addressed the graduating classes at the annual commencements.

Addresses
by
Prominent
Men

¶ The people of Providence and the relatives and friends of the graduates look forward with interest to those annual events, which bring together in Infantry Hall audiences of which not only Providence, but Rhode Island, may well be proud.

¶ The benefits accruing to our graduates from the prestige of these memorable exercises, the incentive to noble endeavor and impulses toward high achievement engendered by them, are too obvious to need to be enlarged upon.

Incentive
to High
Endeavor

Rhode Island Commercial School

¶ Among those who have taken part in the exercises have been Hon. Henry Clews of New York, banker, financier and author; Lt. General Nelson A. Miles, former Commanding General of the United States Army; Hon. Leslie M. Shaw, former Secretary of the Treasury; Dr. Frederick K. Hamilton, President of Tufts College; former Governors Dyer, Garvin, Kimball and Utter of Rhode Island; former Congressmen of Rhode Island, and others equally prominent in the commercial and political life of the nation.

CHARGES FOR INSTRUCTION

¶ *All tuition is payable strictly in advance.*

¶ The charge for instruction for any course in Day the Day School is thirty-five dollars (\$35.00) for School each term of ten (10) weeks, payable on entering, or in two payments as follows: One-half on entering, and one-half at the middle of the term.

¶ After the second term tuition may be paid, if preferred, for each period of four weeks.

¶ The charge for instruction for any course in Night the Night School is twelve dollars and fifty cents School (\$12.50) for each term of ten (10) weeks, payable on entering, or in two payments as follows:—One-half on entering, and one-half at the middle of the term.

¶ After the second term, tuition may be paid, if preferred, at the rate of five dollars (\$5.00) for each period of four weeks.

Rhode Island Commercial School

TEXT BOOKS AND STATIONERY

¶ All text books and supplies required are purchased by us in large quantities, and are furnished to the student at a minimum cost, from time to time as needed.

¶ The cost of the text books for the full Business Course is \$6.00, and for blank books, stationery and necessary materials from \$8.50 to \$9.00.

¶ The cost of text books for the full Shorthand and Typewriting Course is \$6.70, and for necessary stationery and supplies from \$2.50 to \$3.50.

¶ For Special as well as Evening Courses, the full supply of text books and stationery is not required, and the cost is, of course, proportionately less.

Rhode Island Commercial School

NOTICE TO PROSPECTIVE PATRONS

THE choice of a school is a matter which should be given careful attention, as, other things being equal, the student with the best preparation is most certain of success. The school to be chosen is not the inferior one where promises are most freely made, and are as generally unfulfilled, but the school which can point to results.

¶ The Principal of the Rhode Island Commercial School invites a most thorough investigation of the merits of this institution. Unless we are able to readily convince prospective patrons of the superior facilities and methods afforded by this school, and of our ability to make good every representation, we do not expect their patronage. Our policy is rather to understate than to overstate the ad-

Choosing a School
Results the True Test

Rhode Island Commercial School

vantages of the school. We prefer that those who attend the school should be gratified, and not in the least degree disappointed.

Visit the
School

¶ A cordial invitation is extended to both parents and young people to visit the school, and inspect its workings. The systems and methods employed are so different from those in use elsewhere, and are so practical and interesting, that an adequate idea of the school can scarcely be gained without a personal visit.

YOUNG MEN STENOGRAPHERS

WE strongly urge young men to acquire a knowledge of stenography and typewriting. As an addition to other qualifications these are often of incalculable value. There is a constant scarcity of young men stenographers. In many commercial houses, railroad offices and banks, young men stenographers are preferred to young ladies, and the demand always exceeds the supply. Young men, therefore, who take these branches, and are otherwise qualified, are practically assured of employment upon completion of the course, and at very fair salaries.

Men
Stenog-
raphers in
Demand

¶ Large opportunities are also open in the Government service. We quote from a recently published letter from the U. S. Civil Service Commission, showing the present needs of the Government in this regard:

Rhode Island Commercial School

“For a number of years the supply of male eligibles in stenography and typewriting has been inadequate to meet the demands of the various departments of the Government. Every effort has been made by the Commission to bring this condition of affairs to the notice of the public, both by statements published in the annual reports and other publications of the Commission, and by reading notices and interviews in the newspapers.

“The salary usually paid to stenographers and typewriters upon entrance to the Government service ranges from \$720 to \$1,200 per annum. Prospects for promotion, however, are excellent, especially in view of the fact that, on account of the nature of their duties, stenographers are more readily able to acquire a knowledge of the work of an office than other clerks.”

BUSINESS EDUCATION FOR YOUNG WOMEN

NO other education can make a young woman as self reliant as that which familiarizes her with the principles and usages of business affairs. It broadens her mind and initiates her into the real economies of life.

¶ Whatever may be her station, a girl cannot make a mistake in gaining the knowledge of how to do business safely and properly. If obliged to support herself, she has the ability to earn the necessities of life, and if she is fortunate enough to possess property, she is able to take care of it and protect herself against designing persons. A
Safeguard

¶ No profession affords a better opening for a young woman than that of the stenographer or bookkeeper, and when she combines a knowledge of bookkeeping and shorthand, her services are valuable in a multitude of places. Services
in
Demand

Rhode Island Commercial School

SPECIAL INFORMATION

Admission
of Pupils

A GOOD character is a requisite for admission, and any pupil who fails to make judicious use of the opportunities offered by the school will be dismissed.

Ideal
Location

¶ The Rhode Island Commercial School is located in the Butler Exchange, one of the best known office buildings in New England, and occupies the entire fifth floor, facing Exchange Place, as well as a part of the sixth floor.

Business
Hours

¶ The office of the school is open for the transaction of business throughout the entire year from 8.30 A.M. till 5 P.M. daily, excepting Sundays and legal holidays. Office closes Saturdays at 1 P.M.

¶ Beginning the second Monday in September, and continuing until the close of the night school

Rhode Island Commercial School

term, the middle of May, the office will be kept open Monday, Wednesday and Friday evenings from 7 to 9 o'clock.

¶ A large percentage of our students enter at the opening in September, but new students will be received on any Monday, and their terms will begin at the date of their entrance.

Time of
Entrance

¶ Our school year begins the first Tuesday in September and ends the last week in July. Vacations are all legal holidays, two days at Easter, and one week at Christmas. The Evening School is closed two weeks at Christmas.

Sessions

¶ The day school sessions are held from 9 to 12 A. M., and from 12.35 to 3 P. M., every week day excepting Saturdays. Pupils are not allowed to leave the building during the school sessions, unless upon a written order of the parent or guardian. The pupil's time belongs to the school, and must be at the disposal of the teacher, as it would be at the command of the employer.

Day
School

¶ An intermission of thirty-five minutes is given at noon for lunch and general exercise.

Noon
Intermission

Rhode Island Commercial School

- Night School ¶ The doors of the night school are open fifteen minutes before the sessions begin, so as to enable those pupils who wish to do so, to come direct to the school from their work. The rooms are amply lighted with individual incandescent lights, so placed as to cause the least possible strain on the eyes.
- Time Lost ¶ Time lost by sickness amounting to one week or more will be made up to the student, *provided prompt notice* is given at the school office. No other notification will be considered.
- Regulations Concerning Tuition ¶ No student will be accepted for a period less than four weeks, nor will tuition be charged for a shorter time.
- ¶ When tuition is paid for a school year in advance and the student leaves before the period paid for, by reason of protracted illness, or other unavoidable cause, tuition will be charged at term rates for the time the student remains in school, and the remainder refunded to the parent or guardian.
- Automatic Program Clock ¶ Every department of the Rhode Island Commercial School is regulated by an Electric Program

Rhode Island Commercial School

Clock, reducing the school management to a perfect system. All the signals for beginning study, the classes, drills, and for the closing hours are sounded at the exact minute planned, every day in the school year.

¶ By this means all classes are invariably called and dismissed at a fixed hour every day, and the allotted time is sure to be given to every exercise. Students soon learn to be prompt and ready with their work at the given signal.

¶ The order and discipline introduced by this system have a most beneficial effect, and the work of the school is carried on with military precision.

¶ Students are expected to study and prepare Home lessons at home as much as is consistent with Study their health and other duties. Arithmetic, English, Business Correspondence, Commercial Law, Shorthand and Spelling are subjects that should be carefully prepared at home.

¶ A report of the progress, deportment and general Monthly standing of each student is made out and sent to Reports the parent or guardian at the end of each month.

Rhode Island Commercial School

This report is intended to convey a definite idea of the work which is being accomplished by the pupil. These reports are the chief means of communication between the Principal and parents, and the marks given show plainly the results of earnest study or the lack of proper application.

- Unsatisfactory Monthly Reports ¶ Unsatisfactory monthly reports and special weekly reports of absence or continued tardiness are mailed directly to parents or guardians.
- Deportment ¶ A strict attention to business and a due regard for the rights and comfort of his associates are required of every student. Good standing in deportment is necessary for recommendation to a business position.
- Diplomas ¶ Diplomas are awarded at our graduating exercises to all pupils who have completed either regular course of study, and who have displayed a satisfactory proficiency in the final examinations. Students who complete the course previous to that time, and accept positions, return to school for their diplomas at Commencement.

Rhode Island Commercial School

¶ An ambitious student who desires to make the most of his time in a given period, will appreciate the fact that our school rooms are open one half hour before and two hours after the close of each session during the day. This permits suburban pupils to enter school immediately upon the arrival of their trains, and remain until return trains are due. This feature is a great advantage as it means considerable saving in the time necessary to complete a given course. Extra Time

¶ Non-resident students may have their letters directed in care of the school if desired. Students living at home should receive their mail matter there; it will not be received at the school. Mail

¶ Pupils from a distance will be aided in obtaining satisfactory boarding places. We make it a point to have a carefully selected list of desirable boarding places on file at our office, and we are always glad to aid our students in finding congenial homes. Board and
Rooms

¶ Pupils under eighteen years of age, residing in suburban towns, may travel to and from school at reduced rates by procuring season tickets. All Reduced
Railroad
Rates

Rhode Island Commercial School

inquiries as to rates and regulations concerning students' tickets should be made at the Railroad Ticket Office of the town in which the student resides.

- Callers for Pupils ¶ Social calls are best adapted for the social circle, and cannot be permitted in business. Students will not be called to meet visitors during school hours, unless for very urgent reasons, which must be submitted to the judgment of the Principal or Secretary. No student will be called to the telephone during school hours, but messages, if important, will be delivered to the student.
- Attention to Health ¶ The first essential to progress in study is good health, and this should receive careful attention from both parents and teachers. The Principal of this school has taken special care to provide well lighted, well ventilated, and comfortably furnished rooms, which are kept scrupulously clean,
- Information and Employment ¶ The business office of the school is open during the entire year, summer vacation included, for the purpose of imparting information regarding the school, furnishing employees to business houses, etc.

Rhode Island Commercial School

¶ We are always glad to give prompt attention to correspondence, and will be pleased to furnish any further information desired concerning our school. Further Information
Address all correspondence to THE RHODE ISLAND COMMERCIAL SCHOOL, BUTLER EXCHANGE, PROVIDENCE, R. I.

Rhode Island Commercial School

HIGH STANDING WITH THE PUBLIC

THE quality of the work done in the Rhode Island Commercial School is evidenced by the high standing of the firms which employ our graduates. The following list is necessarily a partial one, as new firms are applying to us every week, but it will be found to include the representative business enterprises of Providence and Rhode Island.

Brown & Sharpe Manufacturing Co.
The American Woolen Co.
Gorham Manufacturing Co.
General Fire Extinguisher Co.
D. & W. Fuse Co.
Belcher & Loomis Hardware Co.
Congdon & Carpenter Co.
Nicholson File Co.
American Locomotive Co.
William A. Harris Steam Engine Co.

American Locomotive Automobile Co.
American Emery Wheel Works
Armour Packing Co.
Chapin & Hollister
Providence Engineering Works
Panama Canal Commissioners
Manufacturer's Outlet Co.
Rhode Island Supply & Engineering Co.
General Electric Co., Lynn, Mass.
National India Rubber Co., Bristol, R. I.

Rhode Island Commercial School

Atlantic National Bank
Martin, Copeland Co.
Providence Telephone Co.
Rhode Island Tool Co.
Starkweather & Shepley
The American Screw Co.
Livermore & Knight Co.
United States Finishing Co.
Providence Journal Co.
Department of Public Works, City Hall
Massachusetts Collecting & Rating
Agency
U. S. Bobbin & Shuttle Co.
Underwood Typewriter Co.
Young Men's Christian Association
Metropolitan Life Insurance Co.
The Shepard Company
The Superior Court, Providence, R. I.
American Textile Co., Pawtucket, R. I.
Atlantic Mills
The Bullard Automatic Wrench Co.
The Standard Oil Co.
John P. Squire Co.
Office of Keith's Theatre, Providence
Westcott, Slade & Balcolm
Burrows & Kenyon
Fidelity Mercantile Co.
The Hall & Lyon Co.
G. L. & H. J. Gross
Allen & Reed
B. B. & R. Knight
Earnscliffe 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 Supreme Court, Providence, R. I.
The John Hancock Life Insurance Co.
The L. H. Tillinghast Supply Co.
P. H. Quinn, Attorney
A. W. Lang
Ostby & Barton Co.
Anthony Coal & Lumber Co.
Colwell Worsted Mills
National Ring Traveler Co.
Brownell & Field Co.
Vesta Knitting Mills
C. S. Reynolds
Philip Eddy & Son
United States Gutta Percha Paint Co.
B. S. Lake & Co.
Payton & Kelly
C. A. Wilkinson & Co.
Standard Mill Supply Co.
Providence Post Office
U. S. Marine Corps, Washington, D. C.
Callender, McAuslan & Troup Co.
M. N. Cartier & Sons
Lyons Manufacturing Co.
Martin, Lowe & Tausig
Potter Manufacturing Co.
E. S. Salisbury Co.
Rice & Haywood Biscuit Co.
Richardson & Clarke
American Enamel Co.
United States District Attorney, Post
Office
Besse-Boeker Co.
National Biscuit Co.
Smith Premier Typewriter Co.
Mark Streicher, Private Banking
John M. Dean Co.
Providence Plumbing Supply Co.
Freight Department, N. Y., N. H. & H.
R. R. Co.
Chief Train Dispatcher's Office, N. Y.,
N. H. & H. R. R. Co.
Household Cabinet Works
Baird-North Co.
Talbot Bros. Lumber Co.
American Supply Co.
Edwards & Angell, Attorneys
Rhode Island Ring Co.
Lyons Delaney Co., Pawtucket, R. I.

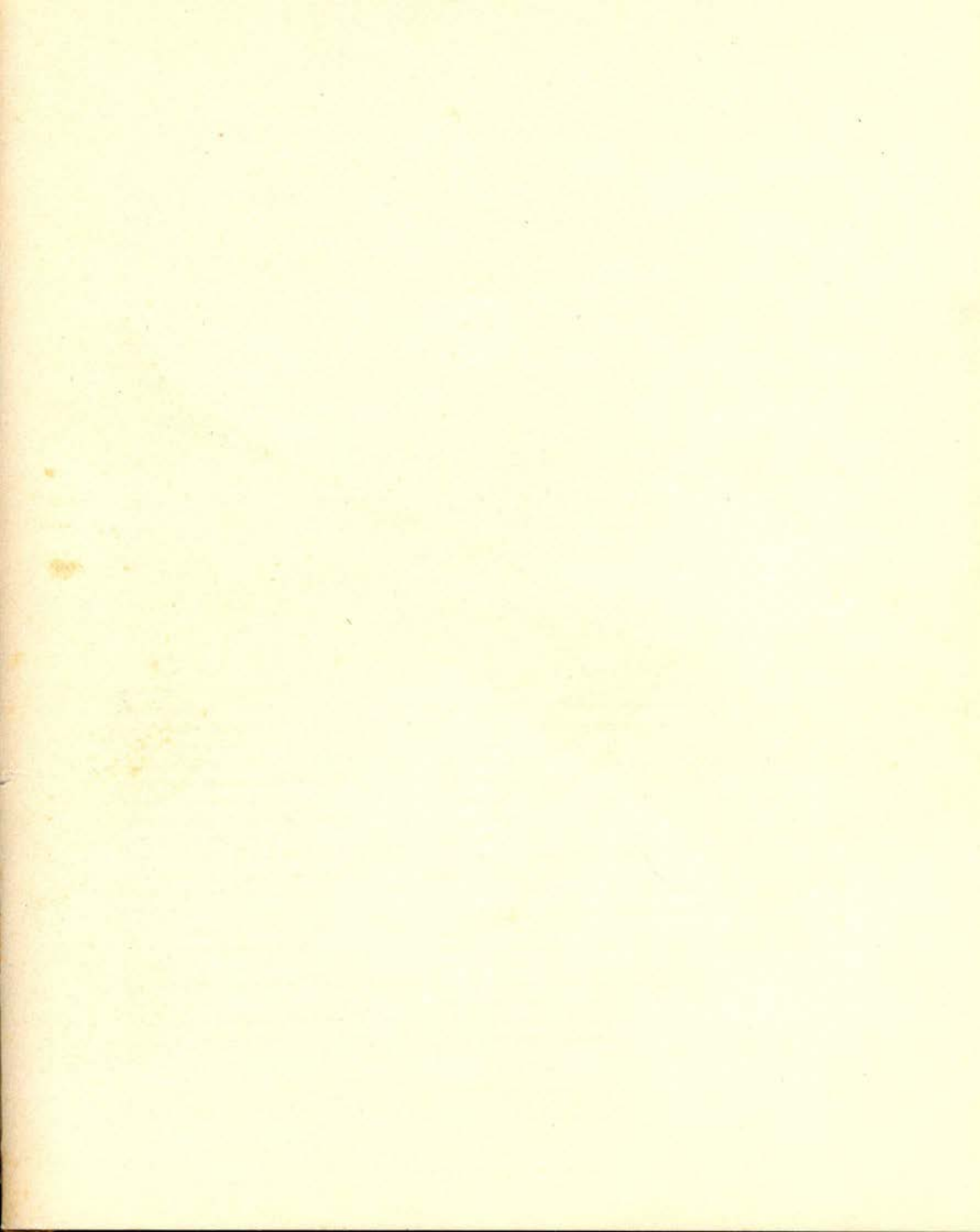
Rhode Island Commercial School

Wanskuck Mills
Aetna Bottle & Stopper Co.
B. A. Ballou & Co.
Henry W. Cooke Co.
Remington Printing Co.
Lindsley & Allen Electric Co.
Blanding & Blanding
Tilden-Thurber Co.
Butman & Tucker Laundry Co.
Joslin Manufacturing Co.
Columbian National Life Insurance Co.
The Crompton Co.
Crooker Mantel & Tile Co.
A. Studley Hart & Co.
H. A. Grimwood & Co.
B. H. Gladding Dry Goods Co.
Wachenheimer Brothers
Heffernan & Kempton
John W. Hogan, Attorney
Hope Live Stock Association
Hope Rubber Co.
Industrial Trust Co.
Japanese Importing Co.
Warren & Moody
Travelers' Insurance Co. of Hartford
Horace Remington & Sons Co.
The Rhode Island Co.
The Manufacturing Jewelers Board of
Trade
Providence Ice Co.
The H. A. Kirby Co., Jewelers
Providence Line of Boats
Queen Dyeing Co.
J. H. Althans Co.
Phillips Lead & Supply Co.
What Cheer Laundry Co.
Standard Machinery Co.
The C. S. Bush Co.
The Kinney Co.
Post Office, Danielson, Conn.
Universal Winding Co.
Wolcott Manufacturing Co.
Jenckes Spinning Co., Pawtucket, R. I.
Sayles Bleacheries, Saylesville, R. I.
Brown University
Ex-Governor Charles Warren Lippitt
The Butler Exchange Co.
Mechanics National Bank
E. K. Watson Co., Warren, R. I.
Cherry & Webb
Passenger Department, N. Y., N. H. &
H. R. R. Co.
Engineer's Department, N. Y., N. H. &
H. R. R. Co.
General Yard Master, N. Y., N. H. & H.
R. R. Co.
R. L. Rose Co.
Frank R. Jelleff
Providence Public Market Co.
Goldsmith & Harzberg
New England Grocery Co.
The Bradstreet Co.
American Ship Windlass Co.
Louttit's Laundry Co.
American & British Manufacturing Co.
Union Hardware & Electric Supply Co.
The State Library, State House
The Cæsar Misch Co.
E. C. Bliss Mfg. Co.
The National Machinery Co.
Tillinghast & Murdock, Attorneys
The Irons & Russell Co.
Rhode Island Sunday School Ass'n.
The Textile Finishing Machinery Co.
William S. Sweet & Co.
Young Women's Christian Association
Remington Typewriter Co.
Italo-American Trust Co.
New England Grocery Co.
E. R. Barker Co.
Midwood Grocery Co.
Devon Mills
J. H. Preston & Co.
C. Bischoff Co.
The News-Democrat Publishing Co.
United States Finishing Co.
Continental Finishing Co.
E. F. Child
The Manville Co.
The Hope Webbing Co., Pawtucket, R.I.

Rhode Island Commercial School

The J. B. Barnaby Co.
The Gas Consumers Association
C. S. Sisson
Department of Public Roads, State
House
Pocasset Worsted Mills
Aetna Bottle & Stopper Co.
L. Dimond & Sons Co.
Kyle & Morgan Lumber Co.
Society for Organizing Charities
New England Fire Insurance Co.
John A. Gammons
New York Life Insurance Co.
Clarke, Howe & Homer
Allen Fire Department Supply Co.
Daval Rubber Co.
Rock, The Tailor
Samuel Priest & Co.
Nelson Morris & Co.
Andrews & Spellman

The Evening Tribune
A. A. Presbrey & Sons
National Exchange Bank
Rhode Island Hospital Trust Co.
The Royal Mills, Riverpoint, R. I.
National Life Insurance Co. of New York
Beach & Sweet Co.
New York Central Railroad, New York
N. Y. & Albany Boat Line, Albany, N. Y.
Rumford Chemical Co.
Pillsbury-Washburn Flour Co.
Peck & Black, Warren, R. I.
Bromley & Co.
Thomas & Lowe Machinery Co.
George L. Claffin Co.
Hope Street High School
J. C. Hall Co.
English High School, Providence, R. I.
English High School, Boston, Mass.



BRYANT
COLLEGE
ARCHIVES