

Business Training



Devoted to the Interests of the Students and Friends of the RHODE ISLAND COMMERCIAL SCHOOL, Butler Exchange, Providence, R. I.

Vol. I.

HARRY LOEB JACOBS, Principal.

No. 6.



JOHN E. BURKE, 1912
N. Y., N. H. & H. R. R.



BERTHA DIETSCH, 1914
Pres-O-Lite Co.



ALICE WARD, 1914
Brown Brothers



CATHERINE BOYLAN, 1912
Merchants Cold Storage & Warehouse Co.



HENRY MILLER, 1914
N. Y., N. H. & H. R. R.



CORA C. PIERCE, 1913-14
Joseph Parkman, Automobiles

NATIONAL EXCHANGE BANK

MICHAEL F. DODLEY, President
FREDERICK S. PECK, Vice President
JOSEPH S. FLETCHER, Vice President
ADAMANT S. PERLIN, Vice President
CHARLES H. BARNHART, Cashier
GEORGE S. WOOD, Asst. Cashier

CAPITAL \$500,000.00
SURPLUS \$750,000.00

PROVIDENCE, R. I. May 1, 1914.



HAZEL MARVIN, 1914
Providence Telephone Co.



IMOGENE SCHMIDT, 1914
Belcher & Loomis Hired, Co.

Mr. Harry Loeb Jacobs, Principal,
Rhode Island Commercial School,
Providence, Rhode Island.

My dear Mr. Jacobs:

We take pleasure in advising you that the graduates of your school, of whom we have several in our employ, are giving us uniformly satisfactory service.

Very truly yours,

C. Hillman Steeds
Cashier.

CHAM-E

An Endorsement of R. I. C. S. Graduates by One of the Numerous Banks Employing Them.



ROSE MACLAUGHLIN, 1909
Brown University



HILDEGARD WIKSTROM, 1914
Brown University



VIOLET PULLAN, 1914
Providence Telephone Co.



WALTER H. MAHER, 1911
Congdon & Carpenter



JESSIE MACKAY, 1914
Federal Screw Co.



ANNA FULLER, 1914
Chas. Philbrick, Real Estate



CATHERINE RUSSELL, 1914
R. I. State Normal School



RICHARD GOGGIN, 1914
C. H. Weaver, Teaming



Picture of a Few of Nearly Five Hundred Specimens

of the various articles of commerce used in our classes in commercial geography. This commercial museum is a new acquisition of the Rhode Island Commercial School. Each student examines these specimens, asks questions and thereby gains a clearer knowledge of the subject treated in the textbook. He is also able to make a better grade in his oral and written recitations. "I am positive its value in the school room cannot be overestimated," is the opinion of a teacher in the public schools.



Prepare for Commercial Teaching

Commercial education is now the most popular and remunerative kind of education. Business colleges, normal schools and high schools are constantly calling for qualified teachers of bookkeeping, shorthand, typewriting and kindred subjects. A number of graduates of this department of the R. I. C. S. are holding excellent positions in Commercial High and Business Schools at this time, as a result of the careful training they received here. We are glad to report that our normal training courses are attracting more attention this year than ever before.

Our 1915-1916 Year Book

Our yearbook or catalog contains, in addition to numerous photographs, full information concerning our courses of study and our unique methods of instruction which have given this school its foremost reputation for thoroughness and adaptability to the needs of the business world. If you are planning to take a commercial course, you owe it to yourself to read this complete catalog. Send for your free copy today.

Some of the well-known high schools and other institutions represented in our enrolment for September, 1914:

HOPE STREET HIGH SCHOOL
 CLASSICAL HIGH SCHOOL
 TECHNICAL HIGH SCHOOL
 ENGLISH HIGH SCHOOL
 EAST PROVIDENCE HIGH SCHOOL
 NEWPORT HIGH SCHOOL
 WARREN HIGH SCHOOL
 JOHNSTON HIGH SCHOOL
 BRISTOL HIGH SCHOOL
 CENTRAL FALLS HIGH SCHOOL
 CRANSTON HIGH SCHOOL
 TAUNTON HIGH SCHOOL
 KINGSTON HIGH SCHOOL
 ST. MARY'S HIGH SCHOOL
 BURRILVILLE HIGH SCHOOL
 WARWICK HIGH SCHOOL
 ATTLEBORO HIGH SCHOOL
 PAWTUCKET HIGH SCHOOL
 BROWN UNIVERSITY
 LASALLE ACADEMY
 ST. XAVIER'S ACADEMY
 ST. MARY'S ACADEMY
 INTERNATIONAL CORRESPONDENCE SCHOOL

Our Night School is your opportunity. Grasp it. An increase in salary, a better position, the opening of a larger sphere, may come to you as a result.

Our classes in Rapid Calculation embrace all the principles and processes in Arithmetic. Rapid Calculation is one of our most important and helpful daily recitations.

Spelling, the foundation of success for all stenographers, is taught in a practical, interesting, helpful way in the day and evening sessions of the Rhode Island Commercial School. Words are intelligently discussed and defined, and their proper use in sentences carefully explained by experienced teachers.



H. CHRISTIANOS, 1913



FRANK TUDOR, 1912



HENRY GROUT



EARL COONEY, 1913



ETHEL PETERS, 1912



ELMER HENSON, 1914



FRANCIS ROY, 1912



E. GREENHALGH, 1911



JOHN WEEKES, 1913



HAZEL WILCOX, 1911

The above are photos of a number—not all—of our graduates now employed in the offices of the Rhode Island Insurance Co. There are other firms in Providence showing as large a percentage of R. I. C. S. graduates.

Rates

Day School in advance

Term of 10 weeks . . . \$ 37.50
 (may be paid in two payments)
 Two terms (20) weeks, 70.00
 Four terms (40) weeks, 135.00

Books and supplies, \$5.00 on entering.

Night School in advance

Term of 10 weeks . . . \$ 12.50
 (may be paid in two payments)

Two terms (20) weeks, 20.00
 (if paid within 10 days of entering)

Full Session (36 weeks) 32.50
 (if paid within 30 days of entering)

For further information, please write, phone or call.

RHODE ISLAND COMMERCIAL SCHOOL

HARRY LOEB JACOBS, Principal

5th and 6th Floors, Butler Exchange
 Providence, R. I.

Telephone Union 1576

Branch Exchange Connecting Employment
 and Other Departments and
 Principal's Office.

Our Special Finger Training makes expert typists. We give these exercises in both our day and evening classes.

Our carefully graded speed classes are conducted throughout the year. Business letters, newspaper material, court testimony, etc., are given.

Bookkeeping is taught by expert, sympathetic, enthusiastic teachers who are always near at hand to answer questions and help students over their difficulties. Progress is rapid with the expert assistance of these teachers.

Rules for Success in Business

The Judges

HENRY B. CONGDON, Secretary, Industrial Trust Company.
LEWIS SWIFT, JR., Asst. Sec. and Treas., Lansing Lumber Co.
FREDERICK W. ALDRED, Secretary, B. H. Gladding Company.

The rules for success published on this page are those selected by the judges in our business success contest, in answer to the question, "What are the three rules most necessary to win success in business?" It is significant that two of the winning groups of rules emphasize the need of thorough preparation for a business career. If every one who attends the R. I. C. S. will practice these rules, make them guiding stars in his life, his success will be assured.

The Winners

First Prize, \$25.00—Won by Miss Katherine V. Shaw, 45 Lincoln Ave., Arlington, R. I.

1. Integrity in all dealings.
2. Always aggressive.
3. Unfailing courtesy.

Second Prize, \$15.00—Won by Mr. Sidney Clifford, 161 Laban Street, Providence, R. I.

1. Be thoroughly interested in your business.
2. Be thoroughly trained for your business.
3. Make thorough use of every business opportunity.

Third Prize, \$10.00—Won by Miss Gertrude F. Jones, 13 Parkis Ave., Providence, R. I.

1. Deal honestly with all men.
2. Prepare yourself to meet the business world's requirements.
3. Exert yourself to please and satisfy, giving extraordinary service.

The contest evoked much interest and discussion. It was remarkably popular among students in the public and private schools as well as among those employed in the business offices of the city. Those

who participated in the contest ranged in ages from fourteen to nearly fifty.

The Rhode Island Commercial School is the school in which to "prepare yourself to meet the business world's requirements," the place to learn that "unfailing courtesy" pays, and that "integrity in all dealings" is the supremely golden rule.



ESTHER JEWETT, 1912
Head bookkeeper for the Merchants Cold Storage & Warehouse Co.

SARAH JEWETT, 1912
Assistant bookkeeper for the Merchants Cold Storage & Warehouse Co.

The Rhode Island Commercial School, by force of its intrinsic merits, has grown in the past sixteen years to be the most largely attended and best equipped business school in this section of New England. Its courses reflect the requirements of Rhode Island business men, who have confidence in the school and the efficiency of its graduates.

Prominent Employer's Appreciation of Our Employment Department

NEW YORK, NEW HAVEN AND HARTFORD R. R. Co.
TICKET OFFICE

Providence, R. I., Oct. 5, 1914.

Mr. H. L. Jacobs,

R. I. Commercial School, Providence, R. I.

Dear Sir:

I have engaged Mr. John E. Burke, whom you recommended, to act in the capacity of stenographer in my office and believe that he will fill the position creditably.

I am very much obliged to you for your kindness in assisting me to fill this position and at any future time that I may have occasion to require your aid you may feel assured that I shall certainly call upon you.

Yours truly,

(Signed) J. P. Thorndike,
Ticket Agent.



A Glimpse of Our Bookkeeping Room Where Business is Supreme.

We Train For Civil Service

Stenographers and Typewriters Wanted

(From Civil Service Announcement)

The United States Civil Service Commission announces that it has been unable to supply the demand for MALE stenographers and typewriters in the United States Government service, especially at Washington, D. C.

Young men who are willing to accept appointment at an entrance salary of \$840 to \$900 per annum have excellent opportunities for appointment. Advancement of capable appointees is reasonably rapid. Occasionally appointment is made at a salary of as much as \$1,200 per annum. For such salary only those who attain a rating of at least 85 per cent. in the subject of stenography and who have had at least two years' practical office experience will be certified.

The Government service offers a desirable field to bright and ambitious young men.

Examinations are held monthly, except in December, in 400 of the principal cities of the United States, and applications may be filed with the Commission at Washington, D. C., at any time.

JOHN A. MCILHENNY,

President, U. S. Civil Service Commission
Washington, D. C.

The Government has recently announced that women are eligible to appointment as stenographers

and typists in certain departments. Apparently the reason for amending a long-established rule in favor of women is that the government has been having great difficulty in getting enough men to fill vacancies, and also because it is believed that women will be able to fill the positions as creditably as the men. MORE AND MORE R. I. C. S. GRADUATES ARE ENTERING THE GOVERNMENT SERVICE, where they are meeting with marked success. Our Civil Service Course is interesting and thorough. (See page 7.)

Real Office Practice

The system of office and business practice used in the Rhode Island Commercial School is so near a counterpart of that employed in leading business offices that employers frequently comment on the same. Here will be found the most modern accounting systems, as well as office equipment, such as adding machines, cash registers, check protectors, filing cabinets and devices, numbering and dating stamps, intercommunicating telephone systems, daily market bulletins, billing and tabulating machines, Multigraph, Dictaphone, loose-leaf ledgers, journals, adding and subtracting typewriters, etc.

We are always glad to show visitors the instructive and interesting Rhode Island Commercial School plan of business and stenographic instruction.



NETTIE PASTER, 1909
Bookkeeper for Belcher & Loumis Hardware Co.

FANNIE PASTER, 1914
Stenographer for Col. P. H. Quinn, during his Campaign for Governor

R. I. C. S. a Home School

The photographs of Misses Esther and Signe Jentzel and Misses Nettie and Fannie Paster shown on this and the preceding page represent but two of many more instances where several and more members of the same family have attended the R. I. C. S. This is a striking proof of the reliability of the school among parents. This implicit confidence parents have in us is due to our unceasing efforts to do the very utmost for the students entrusted to our care each year.

Daily Calls

A careful study of our employment records for several years back reveals the fact that we have averaged from two to three calls a day in normal times. Since the outbreak of the European war—a catastrophe unparalleled in the world's history—and the disturbed business conditions in America, the average has of course fallen, but this is only temporary. Our former records will not only be equalled but surpassed in the future.



The Office Training Class Getting Out the Day's Work

Employment Notes

Class of 1914

NOTE—Owing to lack of space we are obliged to omit additional Employment Notes which were sent to the printer at the time this magazine was being set up.

Miss Mary L. Richer, 1914, who is stenographer and bookkeeper for the Spencer-Wilkie Motor Car Co., writes, "I wish to express my appreciation of the thorough instruction I received at the Rhode Island Commercial School, also for the position in which you placed me immediately after graduating."

Miss Norma Read, 1914, has a very congenial position as stenographer for the Rhode Island Sunday School Association.

Miss Anna Fuller, 1914, is stenographer for Charles H. Philbrick, real estate and insurance.

Miss Claudine Fowler, 1913 and 1914, is in charge of the bookkeeping and stenographic work in the automobile department of Belcher & Loomis Hardware Co.

Miss Bertha M. Dietsch, 1914, has been recommended and accepted as stenographer with the Prest-O-Lite Co.

Miss Madeline Kennedy, 1914, has accepted a position as stenographer with B. Flink & Son, wholesale grocers.

Mr. Richard Goggin, 1914, is bookkeeper for C. H. Weaver, teaming.

Miss Alice Ward, 1914, has been recommended and accepted as assistant to the bookkeeper of Brown Bros.

Mr. Elmer Renton, 1914, is employed with the Rhode Island Insurance Company. There are no less than eighteen R. I. C. S. graduates employed with this company.

Miss Marion Given, 1914, was placed in a fine position with the Union Paint and Varnish Co. immediately on graduation. Miss Given was laid off recently on account of the war in Europe, and has been substituting at various places since.

Miss Hildegard Wikstrom, 1914, acted as relief stenographer this summer with the National Exchange Bank. Miss Wikstrom now has a very pleasant and permanent position as stenographer in the engineering department of Brown University.

Miss Ursula Burns, 1914, is with the Narragansett Dairy Co. as stenographer.

Miss Madeline Chapman, 1914, was employed by the La-Lo Co. the past summer to audit their books and open a new set.

Miss Irma Hultman, 1914, has been placed with the Automatic Concrete Mixing Co.

Miss Katherine Barks, 1914, was substitute stenographer for Dührssen & Pfaltz, Inc. this summer.

Miss Jessie MacKay, 1914, has been stenographer for the Federal Screw Co. since last June.

Miss Hazel Mastin, 1914, went with the Providence Telephone Co., last summer.

Miss Catherine Russell, 1914, has been elected by the Board of Trustees of the R. I. State Normal to the position of stenographic secretary. Miss Russell began her duties September first. This is not only a permanent position, but a lucrative and agreeable one.

Miss Gladys E. Porter, 1914, assisted in the office of Hon. R. Livingston Beekman with his campaign work for the governorship of the state.

Mr. Henry Miller, 1914, has been filling the position of stenographer to the division superintendent of the

N. Y., N. H. & H. Ry. since last summer. Mr. Miller has taken several special investigations into wrecks. He holds an important position with the company.

Miss Violet Pullan, 1914, has been placed with the Providence Telephone Company as bookkeeper.

Miss Imogene Schmidt, 1914, was placed with the Belcher & Loomis Hardware Company in July. Miss Schmidt is in the bookkeeping department.

Miss Cora G. Pierce, 1914, has been recommended and accepted as stenographer and bookkeeper with Joseph Peckham, automobile and accessories.

News of Former Graduates

Miss Esther S. Hendrickson, 1911, is still with the U. S. Gutta Percha Paint Co., where she has a very fine position as bookkeeper.

Mr. John E. Burke, 1912, has left the Boston Wire Stitcher Co., and is now stenographer to J. P. Thorn-dike, ticket agent of the N. Y., N. H. & H.

Mr. Walter R. Maher, 1911, has recently been recommended and accepted as stenographer with Congdon & Carpenter. Mr. Maher was formerly with the Puritan Life Insurance Company.

Miss Grace Potter, 1911, served as campaign stenographer for Hon. R. Livingston Beekman, recently elected Governor of Rhode Island.

Miss Rose MacLaughlin, 1909, reported the annual convention of the Woman's Home Missionary Federation which was held in the Central Congregational Church, Providence, October 20-22. Miss MacLaughlin is now a stenographer in the offices of Brown University.

Mr. Allan J. Horton, 1912, who has been with Cooper & Sisson as stenographer, for sometime, writes—"The R. I. C. S., in my opinion, is the only business school in this city worth considering. So strongly am I convinced of this fact, that I take every opportunity that presents itself to me to urge every one I find thinking of taking a business course to go there."

Mr. Henry Lorey, 1913, after having been located on graduation in a fine position at Narragansett Pier, secured a better one with Marshall, Field & Co., Chicago, perhaps the largest drygoods store in the world. He holds a very important bookkeeping position with this great firm. We had the pleasure of a visit from Mr. Lorey last summer.

Miss Esther Jentzel, 1912, who holds a responsible position with the Merchants Cold Storage & Warehouse Co., writes—"Immediately after graduating from the business department, I was placed in an excellent position which has lead up to the responsible position I now hold. This I attribute to the excellent knowledge of bookkeeping and business principles which you taught me under your strong corps of teachers."

Miss Marguerite E. Cooper, 1911, formerly of Pawtucket, is now with the Mont. G. Curtis Co., Troy, N. Y., where she reports having a very congenial position as stenographer. Miss Cooper gave us the pleasure of a visit last summer.

Mr. Clinton R. Hendrikson, 1910, is now with the Union Oil Co., Santa Ana, Calif., in a responsible position. We also learn from Mr. Hendrikson's father that he has recently left the state of "single blessedness." We are sure that every member of his class wishes him and his bride a long life and a happy one.

Outline of Courses

Business

Bookkeeping
Single and Double
Business Practice
Forms and Customs
Office Management and Routine
Banking
Corporation Accounting
Cost Accounting
Practice in Auditing
Brokerage, Real Estate and Insurance
Merchandise Stock Records
Business Arithmetic
Rapid Calculation
Business Penmanship
Business Correspondence
Spelling, Abbreviating, Defining
Commercial Law
Commercial Geography (Optional)
Typewriting and Billing

Secretarial

Bookkeeping
Accounts
Office Practice
Banking
Business Arithmetic
Rapid Calculation
Business Penmanship
Spelling, Abbreviating, Defining
Commercial Law
Business Correspondence
Business English
Grammar
Composition
Practice in Letter Writing
Shorthand
Typewriting
Business Ethics
Secretarial Duties
Compiling Records
Cultivating Initiative
Transacting Employer's personal business.
Office Training
Filing
Cataloging

Normal Courses

Psychology
Commercial Pedagogy
Correlation of Subjects
Methods
Practice in Teaching
And the subjects of the Business or Shorthand courses, as student may select.

Civil Service

Arithmetic
Advanced Copying and Spacing
Report Writing
And the subjects mentioned in the Shorthand Course.

Shorthand

Shorthand
Typewriting
Penmanship
Spelling, Abbreviating, Defining
Rapid Calculation
Business English
Office Training
Office Appliances

Complete Office

Consists of all the subjects named in the Business and in the Shorthand courses. It qualifies the student as a bookkeeper and as a stenographer.

Special Courses

arranged to suit the needs and wishes of students.

Evening School Courses

We offer the same studies in our evening sessions as are taught in the day school. We employ the same teachers and the instruction is of the same high quality. Our Evening School is open Monday, Wednesday and Friday of each week. Send for special booklet.

ENROLL NOW

Students enter the Rhode Island Commercial School any Monday in the year. The progress of our students is not affected in any way by the week or month they enter. There are no examinations for admission.

A seat will be reserved for you immediately on receipt of your application, providing vacancies exist.

Student Group No. 2

Another Group Will Appear in Next Number. Look For Your Friends

In this group will be found students from Technical, English, Classical, Hope and East Providence High Schools, which are always well represented in the Rhode Island Commercial School.

We have only been able to obtain, for this issue, the photographs of about 65% of the total number of students who came to us from these High Schools.

Summary of Information

School open from Tuesday following Labor Day to August 1st.

Students may enter the Rhode Island Commercial School any day in the year.

Tuition payable in advance by the term of ten weeks, or half term. A liberal discount allowed if tuition is paid for two terms or more in advance.

Books and stationery furnished by the school at discounted prices. Five dollars is payable for books and supplies on entering.

Individual instruction for all students.

Special attention given to backward students.

Positions secured for graduates.

Diplomas awarded all who complete any course.

It is better for a student to take both the Business and the Shorthand courses.

Time required for either course depends upon previous education of student, industry, health, attendance, etc.

Courses so arranged that students can finish with minimum of time and expense.

Special courses offered both day and evening.

Monthly reports sent to parents.

Time lost through sickness will be made up.

Parents and visitors welcome every day.