

—CATALOGUE—

OF

The Commercial Department

OF

WOODSTOCK COLLEGE.

1886-7.

Woodstock, Ont. :

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CATALOGUE

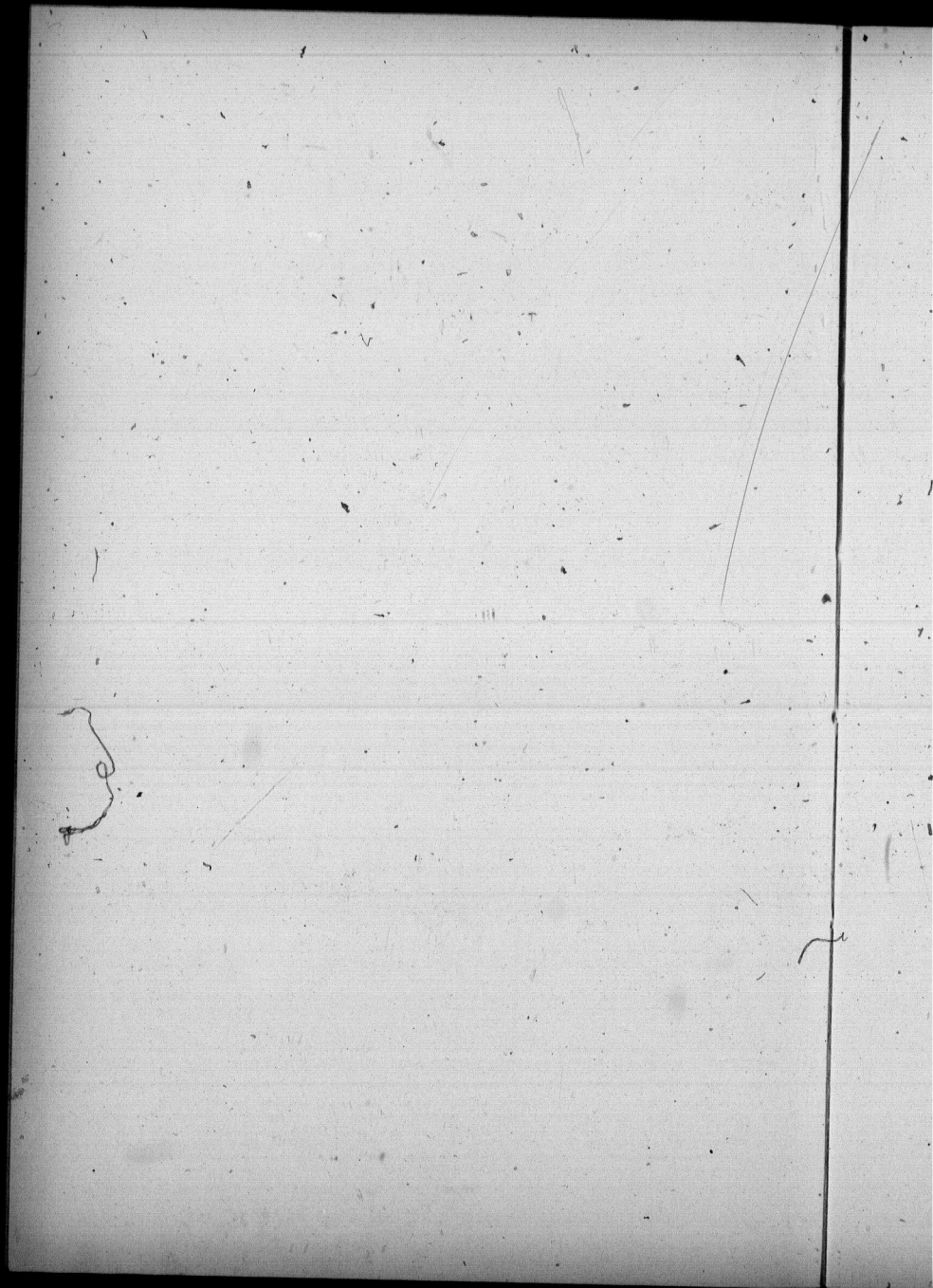
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THEODORE H. RAND, D. C. L.,  
PRINCIPAL OF WOODSTOCK COLLEGE.

WILLIAM A. WARRINER,  
PRINCIPAL OF COMMERCIAL DEPARTMENT.

HUBERT E. V. PORTER,  
ASSISTANT.

## AIM.

This Department was organized so that the many young men and young women who leave their homes to seek a Commercial Education may pursue their studies under positive Christian influences.

In this Department students are instructed in the technical knowledge necessary for the transaction of business.

## COURSE OF INSTRUCTION.

The curriculum embraces Book-keeping, Commercial Problems, Commercial Law, Penmanship, Spelling, Grammar, Correspondence and Business Forms.

The course is divided into two Departments.

## I.—THEORY DEPARTMENT.

Here the student is made acquainted with those principles which constitute the frame-work not only of a Commercial Course, but also of all the business transactions of life. He is instructed in the *Science and Forms of Accounts*.

Every effort is made to drill students thoroughly in making proper Day Book Entries, in Journalizing, Posting, Closing Ledgers and making Statements of Business. He learns the use and value of Negotiable Paper and other Business Forms, and of the Laws governing them.

He has daily practice in Business Arithmetic, Plain Business Writing, Spelling and Grammar, and attends weekly recitations in Commercial Law and Letter Writing.

No Theory work could more closely resemble Actual Business than this. On the satisfactory completion of the work in the Theory Department, the student is passed to the

## II.—PRACTICAL DEPARTMENT,

in which the plan of study is entirely changed. The student is at once required to engage in the operations of trade and finance just as truly as though he were to set himself up in a Wholesale Business in Toronto. No paper slips are used to represent goods. All merchandise is represented by actual sample. Cash, Checks, Drafts, Notes, Bills of Exchange, Certificates of Deposit, Bills of Lading, Letters of Credit, Bills of Sale, Receipts, Orders, Way Bills, Account Sales, Statements of Accounts and Business Letters are in daily circulation. The students are Buyers, Sellers, Traders, Bookkeepers, Accountants, Merchants, Financiers, Real-Estate Agents, Insurance Agents, Bankers and Brokers in *actual business*.

This Department is sub-divided into the

## (A) JUNIOR PRACTICAL DEPARTMENT,

which consists of six cities. Each student is given a Cash Capital with which to begin. He leases store, buys stock of goods from the Wholesale House, takes out Policies of Insurance, employs clerks, advertises, opens an account with the Bank, sells and ships to, and buys and receives from, any with whom he can bargain. All transactions are based upon market quotations which change several times a week. A certain number and kind of transactions are prescribed and as many others may be done as are desired. The student completes a business in one city and then moves to the next and so on until he has gone the round. Each business is more complicated than the last and is kept with a different set of books. In each city a different number of partners are in the firm and on different terms of partnership. When he has given evidence, by examination, that this department is mastered the student is promoted to the

## (B) SENIOR PRACTICAL DEPARTMENT,

or Office Department which depends for its business upon the transactions done in the "Junior Practical" without which it can not exist. On the floor of this Department, are seven offices, fully equipped with books and printed forms, in *actual business operation*.

The student enters the Railroad and Express Office in which he receives, forwards and delivers all goods bought and sold between the students doing business in the different cities. In the Commission House he receives goods to sell on commission and on joint account. He finds a market for these goods and renders an Account Sales. The Wholesale and Jobbing House, known as "The Merchants' Emporium" is run on a very large scale. It is the headquarters for all merchandise, and the student is here instructed in the *details of wholesale trade*. The Real-Estate, Insurance and Notary Public Offices are kept by one student. He makes out Deeds, Mortgages, Bonds, Leases, Policies, collects rents and protests all unpaid paper. In the Post Office he receives and distributes mail. In the Exchange Office he buys and sells Exchanges on London and Paris and deals in Bank Stock.

Probably the most interesting feature of the entire course is its Banking.

The Bank is one of *actual Discount, Circulation and Deposit*, regularly organized. The Capital Stock is subscribed and paid in and shares issued. Each Student is in turn Discount Clerk, Collection Clerk, Paying Teller, Receiving Teller, First, Second and Third Bookkeeper and Cashier. Three sets of books are

kept, Personal, General and Stock. They are closed each day and everywhere the student is held to strict account for accuracy, neatness and despatch.

No part of the Practical Department is imaginary. The transactions are as legitimate and *bona fide* as in any Banking House or Mercantile Community. Every conceivable transaction bearing upon the *science of Debt and Credit* is introduced and every principle of trade is exemplified.

There are no cut-and-dried results, nor are there any keys to this work. In correcting each set the teacher acts in the capacity of an *Expert Accountant* and examines the Students business in every detail. If there are errors the student is made to find and correct them, and then submit his work to a second examination.

Having completed the course—which the average student does in six or seven months—he takes his Final Examinations and receives his Diploma.

#### COMMERCIAL PROBLEMS,

called "Business Arithmetic" by some Colleges, forms a very important part of the Course. It embraces all forms of calculations that are of any interest to business men. The methods used are short and practical. Besides the class-drill received by the student, in nearly every transaction in the Practical Department is some exercise in Business Arithmetic.

#### COMMERCIAL LAW.

Instruction in Commercial Law is given very carefully. There are certain principles of Common and Statutory Law which every man should understand. The method of imparting instruction by means of regular lectures, delivered by a Lawyer, has been well tested and it does not meet the necessities of the case nearly so well as a pleasant conversational recitation. Prominent among the subjects discussed are Contracts, Negotiable Paper, Forgery, Sale, Bailment, Pledge, Agency, Partnership, Corporation and General Caution.

#### PENMANSHIP.

One hour each day is devoted to this exercise throughout the Course. Earnest effort is made to bring out the individuality in the hand-writing of the student in harmony with the principles of *business writing*. The aim is to produce a hand-writing plain, legible and rapid, entirely free from flourishes and shades.

#### SPELLING AND GRAMMAR.

Special attention is given to instruction in these subjects, and it is found that none need it more. Both are of the greatest importance in every department of Commercial Work.



## CORRESPONDENCE AND BUSINESS FORMS

are taught in class during the student's stay in the Theory Department, after which they are continued in a weekly class during the remainder of the Course. In fact the last five topics referred to are in hourly use by every Student of the Course until he graduates.

## SPECIAL ADVANTAGES.

Besides the unsurpassed merits and facilities of its Course, this Department possesses rare advantages over other Business Colleges.

The first one alone is sufficient to outweigh all others that might be given.

1. The Commercial Students enjoy the same oversight and privileges as the Literary Students. This gives them the benefit of kindly moral discipline, the exercise of which in other Canadian Commercial Colleges, is practically impossible.

2. The Reading Room is supplied with the most popular and interesting periodicals, 4 Dailies, 13 Weeklies and 8 Monthlies. This is a very pleasant room and open to the students out of school hours.

3. Connected with the Reading Room is the College Library, containing 3,500 volumes.

4. Another great feature is a well organized Literary Society of which every student is a member, where teachers and students meet every Friday evening for mental and social improvement. The parliamentary practice given here is very valuable.

5. On an average of once a fortnight the students have the privilege of listening to general lectures given to all the students of the Institution.

6. On every Saturday morning of the second and third terms all the students of the College meet at 8:20 a. m. for thirty minutes practice in vocal music. At 8:50 a. m. they are divided into three sections for exercises in reading and recitation.

7. Special subjects are discussed by the Principal, or some member of the Faculty under his direction, before all the students of the College for thirty minutes on alternate Monday evenings throughout the year. The lady students, however, sometimes meet the Lady Principal at the same hour for the discussion of topics of domestic economy and kindred subjects.

8. All the students of the College are divided into four or more sections for the study of the Bible one hour each Wednesday and Lord's Day afternoon. One of the Gospels, the Acts of the

Apostles, one or two of the Pauline Epistles, Outline of the Old Testament and Sacred Biography will be covered in these classes.

#### FULL AND PARTIAL COURSES.

A Commercial Education embraces vastly more than working a few sets of accounts. It should, therefore, be the aim of every student in justice to himself and the Institution, to complete the entire course. Sometimes, however, it is impossible for a young man to spend the time necessary for this; he may then pursue a partial course, paying therefor \$10.00 a month.

#### FEES.

Scholarships for tuition in all the branches of a thorough Business Education are sold as follows, per calendar month, in advance:

One month.....	\$10 00
Four months.....	30 00
Six months.....	40 00
Board and laundry fees (eight pieces per week) per term of ten weeks.....	30 00
Stationary for full course, including all text books necessary	15 00
Diplomas, free.	

## GENERAL INFORMATION.

### QUALIFICATIONS FOR ENTRANCE.

Persons who have advanced to a standing about equal to that required for entrance into the High School may enter at once with great advantage upon the work of this department. Those who have not reached that standing will gain time by spending a few weeks or months in the

### PREPARATORY DEPARTMENT,

Where the defects of early education may be corrected.

### TIME OF ENTERING.

The College year begins with the first Monday in September. It is best to enter then. Inasmuch, however, as but few *classes* are formed and the instruction is chiefly *individual*, a student may begin with little disadvantage at any time.

### ARRANGEMENTS AND OVERSIGHT.

Rooms applied for will not be kept vacant for the applicant after the first day of the term, unless the cause of delay be previously or immediately communicated to the Teacher in Charge.

The rooms are each furnished with bedstead, mattresses, tables, chairs, washstand and broom. Whatever else is required such as bed clothes, pillows, towels, lamps, crockery, etc., must be provided by the students themselves. Napkins and ring must also be provided by each student, and a silver spoon for use in his or her room in case of sickness, as articles of silver may not be taken from the dining room. All linen and articles of clothing must be marked with the owner's name in full. Lady students are required to bring with them in addition rubbers, waterproof and umbrella.

Ladies coming from a distance often prefer to take rooms already furnished. To meet the wants of such, a limited number of rooms have been completely furnished, and for these a small rental per week will be charged.

The Main Building, occupied by gentlemen, is under the oversight of the resident Teacher in Charge, Mr. Bates, who is assisted by other resident gentlemen teachers. The Steward and Matron also reside in the building.

The young ladies, occupying a separate but connected building, are under the care and oversight of the Lady Principal, assisted by other resident lady teachers. Mr. Wolverton resides with his family in a wing of the Ladies' Building.

Lady and gentlemen students sit at the same dining tables, over which the Teacher in Charge, the Lady Principal, and the other resident teachers of both sexes preside. They meet also in the same classes, at chapel service and religious meetings, but at all other times the sexes are entirely separated.

During the vacations the buildings are given over to servants and mechanics for cleansing and repairing, and the teachers require rest from care and responsibility, hence, students cannot be accommodated after the term closes. Should any ladies from a distance desire to remain, assistance will be afforded them in securing comfortable board in private families in town.

#### RELIGIOUS PRIVILEGES.

There are in the town the following churches, viz:—Two Presbyterian, two Episcopalian, a Methodist, a Congregational, and a Baptist. All students are required to attend regularly such church as their parents or guardians may prefer, and none are allowed to change their place of worship, except with the written consent of their parents or guardians. The latter are specially requested to send with the pupil in each case a written intimation of their wishes in this respect.

Prayer Meetings are held weekly in the College, two of them being Female Prayer Meetings in the Ladies' Building. These have proved a signal blessing to many. Attendance upon these is optional. Bible classes are taught every Wednesday and Lord's Day, and a service is held each Sunday evening in the College Chapel. These all students are required to attend.

#### SPECIAL REGULATIONS.

1. All lady students whose parents or lawful guardians do not reside in Woodstock must board at the College.
2. Male students who prefer it may, *upon the written request of parents or guardians*, and by permission of the Principal, obtain board in approved private families.
3. Students room two together, and are not allowed to visit one another's apartments during study hours.
4. Study hours from 8.40 a. m. till 12.15 p. m.; from 2.00 till 4.00 p. m.; and from 7.00 till 10.00 p. m.
5. Students boarding at the College shall not leave the grounds during study hours, nor after tea, unless specially excused.

6. No student is allowed to be absent from any class exercise except by permission, and any student absent from roll call must present a satisfactory excuse to the Registrar.

7. Students are required to take regular exercise out of doors daily. The spacious lawns of the College, and a gymnasium and rink, afford opportunity for healthful and pleasant exercise.

8. The use of intoxicating liquors is strictly prohibited. They may not be kept or used as a medicine except by the prescription of a medical practitioner. Students are not permitted to visit billiard or other saloons nor hotels except upon legitimate business.

9. Students are not permitted to use tobacco in any form, unless by the written request of parents or lawful guardians. No student who uses tobacco is allowed to reside in the building.

10. Writing, or private communication of any kind between ladies and gentlemen connected with the College is strictly prohibited. Members of the same family may by special permission visit each other.

11. Students having any cause for dissatisfaction are requested to make it known at once to the Principal.

#### DISCIPLINE.

The general Regulations and Principles of Government of the College, govern this Department also. In every respect the College is one, and the aim is to exercise over the students that healthful moral influence which has always been characteristic of the College.

#### SUPPLIES.

Text books, blank-books and forms for the entire course are furnished for \$15.00 if purchased at one time. If taken a few articles at a time they will cost more. "The Supply" does not include pens, pencils, rubbers and letter paper, which form but a small item.

#### REPORTS.

Reports of each student's work will be rendered as soon as he completes the work of each department.

#### PRIZES

Experience has shown that to offer a prize for competition in penmanship has a very beneficial effect on the whole Department. Three times a year a prize is offered, not for the best writing, but for the greatest improvement made in a given time.

To everyone who obtains a certain percentage on the final examination a prize will be given. They must make 98% on each of the four subjects, Journalizing, Business Calculations, Mercantile Law and Banking.

## COMMERCIAL COURSE.

## LADIES.

Garner, Emma.....	Ingersoll
Laidlaw, Lizzie A.....	Woodstock

## GENTLEMEN.

Blow, James A.....	Woodstock
Brown, A. H.....	Bright
Brown, Robert.....	Woodstock
Bryson, John.....	Wishaw, Scotland
Campbell, Neil.....	Lochalm Bay
Chidley, Joseph.....	Clinton
Cuthbertson, T. B.....	Woodstock
Dougherty, F. C.....	Stouffville
Doyle, H. G.....	Woodstock
Dutaud, Louis.....	Grand Ligne, Que.
Fowke, Abram L.....	Oshawa
Gilpin, John W.....	Gorrie
Goodfellow, William.....	Aylmer
Haviland, Wallace J.....	Boston, Ont
Haggan, John A.....	Lakeview
Henderson, Jas. A.....	Roseville
Hext, R.....	Brantford
Johnston, William.....	Woodstock
Lloyd, C. E.....	Pickering
Loudon, Robt. A.....	Parkhill
McCulloch, J.....	Woodstock
McEwan, Jas. B.....	Sebringville
McLaughlin, Thos. E.....	Aylmer
Mills, John.....	Stratford
Moyle, James R.....	Paris
Pepper, R. E.....	Woodstock
Phelps, F. W.....	Boston, Ont
Ralston, Robt.....	Caspar, California
Robertson, Robt.....	London
Shearer, John F.....	Vittoria
Shinners, James.....	Woodstock
Smith, W. B.....	Glenmorris
Thomson, James.....	Woodstock
Titus, Bruce.....	Hawtreay
Trull, William.....	Oshawa
Whiting, John M.....	Brantford
White, Wm. R.....	Aylmer
Wright, Thomas C.....	Goderich

## GRADUATES OF COMMERCIAL DEPARTMENT. 1882—1886.

## GENTLEMEN.

Allen Frank L.	Martyn, William.
Balmer, John.	Mitchell, J. E.
Blow, John R.	Mitchell, Wellington B.
Bell, Frank K.	Mitchell, Robert J.
Burgess, James E.	McLaren, Arch. H.
Church, Ernest.	McIntyre, Thomas.
Clutton, George.	McKay, Segar L.
Clutton, Harry.	McKechnie, Lachlan.
Campbell, John B.	McLean, George A.
Farmer, Jones R.	Moyle, James R.
Foster, J. Simpson.	McPhaden, Alex. J.
Garner, William.	Nelles, Andrew B.
Gordon, John A.	Pepper, R. E.
Gowan, Marcus C.	Ross, John G.
Hatch, Bertie.	Rosser, Edwin.
Hallett, Alfred T.	Rounds, James D.
Hargreaves, George.	Rice, James B.
Harrison, A. Wesley.	Sillers, David.
Howard, Walter S.	Sloan, Elmer.
Jackson, David J.	White, Edward R.
Jarvis, Charles W.	Wellington, John L.
Mann, Fred.	Wright, Thomas C.
Mathews, Charles W.	

## LADIES.

Cameron, Matilda	Hubel, Emma.
Emigh, Minnie.	Rosser, Mary
Gordon, Elizabeth A.	Topping, Emma.
Gleason, Frances.	