

8-1954

1954-1955 Xavier University Evening Division Bulletin Liberal Arts, Commerce and Finance Course Catalog

Xavier University, Cincinnati, OH

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XAVIER UNIVERSITY BULLETIN

VOL. XXXVII

AUGUST, 1954

No. 3

EVENING DIVISION

LIBERAL ARTS

COMMERCE AND FINANCE



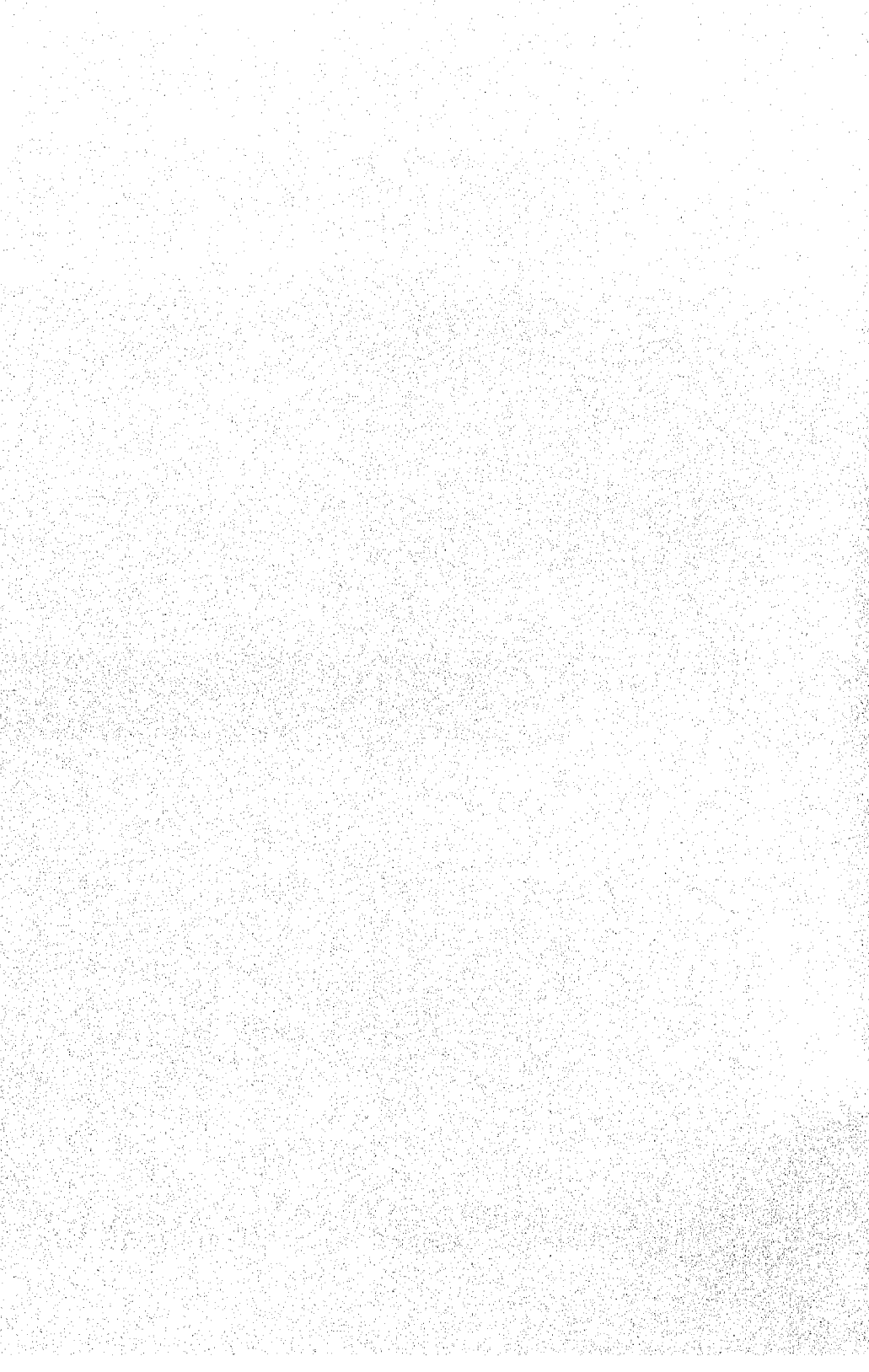
1954-1955

DOWNTOWN COLLEGE

520 SYCAMORE STREET

Parkway 6313 6314

All Courses Open to Men and Women



XAVIER UNIVERSITY
BULLETIN

ANNOUNCEMENT OF THE
EVENING DIVISION
LIBERAL ARTS
COMMERCE AND FINANCE



1954-1955

DOWNTOWN COLLEGE
520 SYCAMORE STREET
CINCINNATI 2, OHIO

SCHEDULE OF FIRST SEMESTER CLASSES—1954-1955

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p style="text-align: center;">6:40-9:15</p> <p>Advanced Accounting Problems</p> <p>Auditing</p> <p>Money and Banking</p> <p>Interstate Commerce Law</p> <p>Business Organization and Management</p> <p>Sectionalism 1825-1861</p> <p>Intermediate French</p> <p>Intermediate German</p> <p>Intermediate Spanish</p> <p>Logic (Section A)</p> <p>Philosophy of Man</p> <p>Rational Psychology</p> <p>Dictation</p> <p>Acting Technique</p>	<p style="text-align: center;">6:40-8:20</p> <p>Principles of Economics (Section A)</p> <p>Business Law—Agency</p> <p>Mathematics of Finance</p> <p>General Psychology (Section A)</p> <p>Beginners' Shorthand</p> <p>Principles of Speech (Section A)</p> <p>The Church</p> <p style="text-align: center;">6:40-9:15</p> <p>History of the Labor Movement</p> <p>Survey of English Literature</p> <p>History of American Political Parties</p> <p>College Algebra</p> <p>On Being and Essence</p> <p style="text-align: center;">6:40-10:10</p> <p>Introductory Accounting (Section A)</p> <p style="text-align: center;">8:25-10:10</p> <p>Introductory Accounting (Section C)</p> <p>Business English (Section A)</p> <p>Principles of Salesmanship</p> <p>General Psychology (Section B)</p> <p>Applied Business Psychology</p> <p>Marriage (Section A)</p> <p>Life of Christ</p>	<p style="text-align: center;">6:40-8:20</p> <p>Practical English</p> <p style="text-align: center;">6:40-9:15</p> <p>Intermediate Accounting (Section A)</p> <p>Industrial Accounting</p> <p>Rates and Tariffs I</p> <p>Principles of Retailing</p> <p>Personnel Management</p> <p>Rhetoric and Composition (Section A)</p> <p>Catholic Literature</p> <p>Europe to 1500</p> <p>History of Russia</p> <p>French Conversation and Composition</p> <p>The Modern Spanish Novel</p> <p>Logic (Section B)</p> <p>Psychology of Learning</p>	<p style="text-align: center;">6:40-8:20</p> <p>Principles of Economics (Section B)</p> <p>Business English (Section B)</p> <p>Principles of Advertising</p> <p>General Psychology (Section C)</p> <p>Modern Psychological Problems</p> <p>Beginners' Shorthand</p> <p>Marriage (Section B)</p> <p>Creation and Redemption</p> <p style="text-align: center;">6:40-9:15</p> <p>Modern Drama</p> <p>Principles of Ethics</p> <p>The Great Books</p> <p style="text-align: center;">6:40-10:10</p> <p>Introductory Accounting (Section B)</p> <p style="text-align: center;">8:25-10:10</p> <p>Introductory Accounting (Section C)</p> <p>Principles of Economics (Section C)</p> <p>Christian Theory of Economics</p> <p>Public Opinion and Propaganda</p> <p>Business Law—Contracts</p> <p>Time and Motion Study</p> <p>General Psychology (Section D)</p> <p>Principles of Speech (Section B)</p>	<p style="text-align: center;">6:40-8:20</p> <p>Typewriting</p> <p style="text-align: center;">6:40-9:15</p> <p>Intermediate Accounting (Section B)</p> <p>Taxation</p> <p>C. P. A. Review</p> <p>Transportation and Traffic Management</p> <p>Principles of Marketing</p> <p>Rhetoric and Composition (Section B)</p> <p>Livy</p> <p>Elementary French</p> <p>Elementary German</p> <p>German Conversation and Composition</p> <p>Elementary Spanish</p> <p>Metaphysics</p>

Table of Contents

	PAGE
Accounting	52
Accreditation	12
Admission to Certificate Programs	17
Admission to Degree Programs	17
Admission to Special Courses	18
Admission with Advanced Standing	18
Affiliation	12
Attendance	20
Attendance at Commencement	31
Awards	14
Bachelor of Arts, Graduation Requirements, Approved Program	42-43
Bachelor of Science, Graduation Requirements, Approved Program	44-45
Bachelor of Science in Business Administration, Graduation Requirements, Approved Program; Major Accounting; Minor Economics	46-47
Bachelor of Science in Business Administration, Graduation Requirements, Approved Program; Major Economics; Minor Accounting	48-49
Bachelor of Science in Business Administration, Graduation Requirements, Approved Program; General Business Concentration	50-51
Basic Courses for All Bachelor of Science in Business Administration Programs	28
Biology	55
Business Administration, General Statement	27
Business Administration	59
Calendar	7
Censures	21
Certificates and Degrees, General Information	26
Certificate Programs, Graduation Requirements	29
Certificate in Accounting	34
Certificate in General Business	35
Certificate in Labor Relations	36
Certificate in Marketing	37

	PAGE
Certificate in Traffic Management	38
Certificate in Secretarial Practice	39
Christian Culture	84
Classical Languages	55
College Year	19
Courses	25
Curricular Administration	25
Curricular Division	25
Degree Programs—Bachelor of Arts	42-43
Degree Programs—Bachelor of Science	44-45
Degree Programs—Bachelor of Science in Business Administration	46-51
Degrees, Graduation Requirements	30
Departments and Courses	52
Departments of Instruction	25
Economics	57
Economics and Business Administration	57
English	64
Examinations	21
Faculty	8
Fees	22
French	73
General Objectives	11
German	74
Grading System and Reports	19
Graduation Requirements	29
Graduation Honors	30
Great Books	85
Greek	56
History	67
History and Political Science	67
History of Xavier University	11
Honors	30
Latin	56
Location of Xavier University	11
Lower Division Objectives	25
Major and Minor	20
Mathematics	72
Memberships	12

	PAGE
Modern Languages	72
Objectives of Department of Liberal Arts	13
Objectives of Department of Commerce and Finance	13
Philosophy	76
Placement and Guidance Service	16
Political Science	70
Pre-Legal Course	40
Psychology	78
Purpose of Evening Division	13
Quality Points	19
Readmission	18
Refunds	23
Registration	19
Residence Requirements	31
Schedule of Classes	2
School Organizations	15
Secretarial Practice	80
Short Courses	86
Sociology	81
Spanish	75
Speech	82
Student Classification	20
Subject Requirements, Bachelor of Arts	27
Subject Requirements, Bachelor of Science	27
Subject Requirements, Bachelor of Science in Business Administration	27
System of Education	11
Theology	83
Theology and Christian Culture	83
Time of Classes	19
Time Payments	24
Transcript of Records	22
Tuition and Fees	22
Types of Courses	14
Unit of Instruction, Credit Hour	19
Upper Division Objectives	26
Withdrawal	21

CALENDAR

1954													1955																
JANUARY						JULY						JANUARY						JULY											
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JUNE						DECEMBER						JUNE						DECEMBER											
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27	28	29	30	26	27	28	29	30	31	..	26	27	28	29	30	25	26	27	28	29	30	31		
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Evening Division Calendar

1954

First Semester

SEPTEMBER 10 Registration for the first semester begins.
SEPTEMBER 22 (WEDNESDAY) Instruction begins.
OCTOBER 6 Final date for late registration.
OCTOBER 20 Subject for Seniors' theses approved.
NOVEMBER 1 All Saints Day. Holiday.
NOVEMBER 10 Mid-semester examinations begin.
NOVEMBER 25, 26 Thanksgiving holidays.
DECEMBER 8 Feast of Immaculate Conception. Holiday.
DECEMBER 18 Christmas recess begins.

1955

JANUARY 3 Classes resume.
JANUARY 25 Semester examinations begin.
JANUARY 25 Registration for the second semester begins.
JANUARY 31 End of first semester.

Second Semester

FEBRUARY 3 (THURSDAY) Instruction begins.
FEBRUARY 17 Final date for late registration.
MARCH 24 Mid-semester examinations begin.
APRIL 7, 8 Easter recess.
MAY 13 Senior theses due.
MAY 19 Ascension Thursday. Holiday.
MAY 23 THROUGH JUNE 2 Semester examinations.
JUNE 5 Baccalaureate Exercises.
JUNE 8 { Commencement Exercises; end of second
semester.

Evening Division Administration

JAMES F. MAGUIRE, S.J., M.A., S.T.L.	President
VICTOR B. NIEPORTE, S.J., M.A., S.T.L.	Regent
RUSSELL J. WALKER, B.B.A., M.A., C.P.A.	Dean
GERALD E. HARRIMAN, B.S., M.A.	Assistant Dean and Director of Veterans' Education
JAN B. CARPENTER	Secretary
EDITH M. MACVEIGH, B.S.	Librarian

Evening Division Faculty

RAYMOND W. ALLEN, S.J., M.S., S.T.L., PH.D.	Economics
WALTER F. BEHLER, B.S. IN B.A., C.P.A.	Accounting
CLIFFORD S. BESSE, S.J., A.B., CAND., PH.D.	Economics
WILLIAM L. BLUM, A.B., M.B.A., LL.B.	Economics
JAMES BOFF, B.S., M.S.C.	Economics
JOSEPH E. BOURGEOIS, A.B., A.M., CAND., PH.D.	French
W. THOMAS BRYAN, B.S., M.A., PH.D.	Economics
PAUL L. BURKHART, B.S.C.	Accounting
WALTER J. CLARKE, M.A., ED.D.	Psychology
THOMAS P. CONRY, S.J., M.A., PH.D.	History
EDWIN B. CUNNINGHAM, A.B., M.A.	Psychology
WALTER B. DIMOND, S.J., M.A., S.T.L.	Economics
JOSEPH H. EVERSMAHNN, C.P.A.	Accounting
DOMINIC FARRELL	Economics
LOUIS A. FELDHAUS, A.B., A.M.	English
JOHN FINUCAN, C.P.A., B.S.C.	Accounting
GEORGE P. FLAMM	Economics
LEONARD C. GARTNER, A.B., LL.B.	English, Speech
BERNARD A. GENDREAU, M.A., L.PH., M.M.S., PH.D.	Philosophy
JAMES P. GLENN, A.B.	English
EDWARD J. GOODMAN, A.B., M.A., PH.D.	History
THOMAS J. HAILSTONES, PH.D.	Economics
IGNATIUS A. HAMEL, A.B., A.M., PH.D.	Psychology

PAUL W. HARKINS, A.B., A.M., PH.D.	Psychology, Philosophy
HUBERT H. HARPER, JR., PH.D.	Latin
ROBERT H. HELMES, B.S., M.A.	English
WILLIAM P. HETHERINGTON, S.J., PH.D., S.T.L.	Greek
GORDON G. HUGHES, B.S., M.S., M.B.A.	Economics
LAWRENCE R. JACKSON	Economics
FLOYD A. KEELING, LL.D., D.D., TH.D.	Economics
GLEN A. LAGRANGE, A.B., M.A.	Psychology
JEROME G. LEMMER, S.J., M.A., S.T.L., PH.D.	Philosophy
MAURICE LINK, S.J., LITT.B., A.M.	History
JOSEPH F. LINK, JR., M.ED., D.SC. (HON.), CAND., PH.D.	Economics
GILBERT C. LOZIER, B.A., M.PH.	French
JOHN T. McANAW, A.B.	Economics
WILLIAM MARCACCIO, B.S., M.S.	Mathematics
BERNARD L. MARTIN, A.B., M.A.	English
JOHN G. MAUPIN, B.S.ED., A.M.	Speech
LEO H. MEIROSE, A.B., M.S.	Spanish
JOHN L. MUETHING, A.B., LL.B.	Economics
F. ALLAN NOLAN, A.B.	English
JOHN T. NOLAN, JR., A.B., A.M.	English
JOHN T. NOLAN, SR.	English
PETER E. NOLAN, S.J., S.T.L., PH.D.	Theology
JOHN R. O'LEARY, A.B., LL.B., M.ED.	Mathematics
JOSEPH C. OSUCH, S.J., M.A., S.T.L.	Theology
FRANK A. PETERS, A.B., A.M., PH.D.	History
JOSEPH J. PETERS, S.J., A.M., M.S., PH.D.	Biology
PATRICK H. RATTERMAN, S.J., LIT.B., S.T.L.	Theology
PAUL J. RIESELMAN, PH.B.	German
ANN RUEGER, A.B.	Secretarial
WILLIAM E. SAUTER, A.B., M.A.	Philosophy
GEORGE L. SCHLEGEL, C.P.A.	Accounting
CLEMENT J. SCHUCK, B.S.	Economics
HERBERT T. SCHWARTZ, A.B., M.A., PH.D.	Philosophy
CHARLES G. SELZER, A.B., M.A.	English
GEORGE C. SELZER, B.S.C., M.S.C.	Accounting
LAWRENCE W. SELZER, B.S.C.	Accounting
JOSEPH H. SETTELMAYER, LL.B.	Economics
JAMES G. SHEEHAN, B.S.C., M.A., CAND., PH.D.	Economics
THOMAS M. SHIELDS, S.J., S.T.L., M.A.	Sociology

EDWARD H. SUNDERMANN	Economics
JOHN F. TAFURI, B.S., M.S., PH.D.	Biology
A. RAYMOND TILTON, B.S.C., M.ED.	Accounting
JOHN L. UHL, S.J., A.M.	Philosophy
LUCIEN VALLEE, A.B., M.A.	Economics
ARTHUR W. VOLCK, A.B.	Economics
RUSSELL J. WALKER, B.B.A., M.A., C.P.A.	Accounting
LOUIS G. WEITZMAN, S.J., M.A., PH.D.	Theology
EDWIN P. WENNER, A.B., B.S., M.S., PH.D.	Secretarial
WILLIAM H. WILLER, A.B., A.M., PH.D.	English

General Information

History. Xavier University Evening Division, formerly known as the School of Commerce of St. Xavier College, was opened in October, 1911, for young men who realize that scientific training is the best equipment for success in modern business. Non-Catholics as well as Catholics were admitted to the classes from the very beginning of the school.

A department of Journalism was organized in 1913, of Advertising in 1914, of Sociology in 1918. Shortly after, these departments were incorporated into the Department of Commerce and Finance, and the Department of Liberal Arts. The Department of Liberal Arts has grown steadily, approximating in courses and student enrollment the Department of Commerce and Finance.

The absence of an evening college where women might receive a cultural or business education induced the authorities to admit women to all courses in the Evening Division. For the past two decades women students have represented an average of forty-five per cent of the entire enrollment.

The Evening Division is an integral part of the University. The standards of academic achievement are equivalent in method, character, and credit value to those of the day session.

Courses in business are taught by men of wide business experience and broad university training. The Liberal Arts courses and instructors are, with few exceptions, the same as for the day session. Business, professional, technical, literary, and cultural training are integrated in a well-balanced program of general education in harmony with the Catholic philosophy of life.

Location. From 1911-1919, Xavier Evening Division shared the college quarters at Seventh and Sycamore Streets, and after the removal of the Day College to Avondale, the evening classes continued in session at Seventh and Sycamore. In August of 1935 the Evening Division moved to 520 Sycamore Street, its present location.

General Objectives. As a Catholic and Jesuit institution, Xavier University adheres to the definite philosophy embodied in the Encyclical of Pius XI "On Christian Education of Youth" (1919): ". . . Christian education takes in the whole aggregate of human life, physical and spiritual, intellectual and moral, individual, domestic, and social, not with a view of reducing it in any way, but in order to elevate, regulate, and perfect it. . ."

System of Education. Xavier University is one of a group of twenty-seven Jesuit colleges and universities in the United States. From the Jesuit Order the University has received a rich heritage of four centuries of educa-

tional experience together with an educational system which is truly psychological, philosophically sound, and sufficiently elastic to make allowances for the widely varying circumstances of time and place. To all that is most valuable in older learning is added what is really worthwhile of modern educational subjects and techniques.

Accreditation. The University is accredited by the North Central Association of Colleges and Secondary Schools as a degree-granting institution, and is approved by the Department of Education of the State of Ohio, by the Board of Regents of the University of the State of New York, and by the University of Illinois.

Affiliation. The College of Music of Cincinnati is affiliated with Xavier University. Liberal Arts credits earned at the College of Music are accepted toward the Bachelor of Arts and Bachelor of Science degrees by Xavier University. Correspondingly, credits required for the Bachelor of Music degree, which are not given at the College of Music, will be accepted from Xavier University.

Memberships. To stimulate active interest in matters educational and to afford both faculty and students the value of recent research, the University maintains membership in the following educational and learned organizations:

- The Jesuit Educational Association
- The National Catholic Educational Association
- The North Central Association of Colleges and Secondary Schools
- The American Association of Collegiate Registrars
- The American Catholic Historical Society of Philadelphia
- The American Catholic Philosophical Association
- The American College Public Relations Association
- The American Council on Education
- The American Historical Association
- The American Library Association
- The Association of American Colleges
- The Association of Ohio College Registrars
- The Association of University Evening Colleges
- The Catholic Library Association
- The Mid-West Conference on Graduate Study and Research
- The Mississippi Valley Historical Association
- The National Conference of Church-Related Colleges
- The National Education Association
- The Ohio College Association
- The United States Catholic Historical Society
- The United States Field Artillery Association

The University is represented in many other associations and societies through the individual memberships of its faculty.

Purpose of the Evening College. The Evening College of Xavier University conducts a large number of university courses in the Department of Liberal Arts and in the Department of Commerce and Finance. These courses have been arranged especially for men and women who are engaged during the day, who experience the need of additional education, and who wish to devote one or more evenings a week to the study of particular subjects of interest.

Objectives of the Department of Liberal Arts. The Department of Liberal Arts aims to produce educated Christian men and women of character, who think straight, vigorously and independently in the light of a consistent philosophy of life that sees life whole; who express themselves in oral and written speech clearly, effectively and securely; who adopt a scientific attitude of mind toward the problems of their environment with a view to controlling them for their own well-being and that of their fellow men; who understand why they must be moral, understand the religion they profess, and in accordance with that profession act uprightly and finely in their relations to God, their fellow men, and themselves. The Department of Liberal Arts has a threefold purpose:

1. To offer opportunities to high school graduates to begin or complete required and elective subjects towards degrees.
2. To provide high school graduates with opportunities to fulfill pre-legal requirements.
3. To present fields of study to persons interested in cultural subjects.

Objectives of the Department of Commerce and Finance. The Department of Commerce and Finance, like the Department of Liberal Arts, aims first at producing men and women of Christian education and character. Specifically, it provides the scientific training which is essential to success in modern business. Through a progressive system of courses it offers not only a formal education in this field, but also a wide range of practical suggestions which have been drawn from the accumulated experience of successful business minds. The Department of Commerce and Finance has a fivefold purpose:

1. To provide those who are able and qualified with four year programs of study leading to certificates in various specialized fields.
2. To provide those who are able and qualified with a longer program of study leading to the Degree of Bachelor of Science in Business Administration.
3. To offer to special students particular courses which they may desire either for general knowledge of the workings of business or for aid in the work in which they are employed.
4. To offer specialized training in the field of accounting for those who desire to enter the accounting profession and who wish to take the C.P.A. examination.

5. To offer other courses and programs which commercial, industrial, social, civic, and educational needs may dictate.

Types of Courses. Three types of courses are available to students in Xavier University Evening College:

1. For the majority of its students of business, the Evening Division strongly recommends the progressive programs, certificate (4 years), and degree (6 years or longer). These programs require attendance at least two nights a week. The certificate programs, while complete, are fundamental and in most cases, credits earned may be applied to the Bachelor of Science in Business Administration degree program.
2. For the majority of students electing cultural courses, the progressive program leading to the Bachelor of Arts or Bachelor of Science degree is recommended.
3. Students of sufficient maturity, experience, and previous education may take any individual subject. These subjects are given in classes which meet one or two evenings a week for a half year or a full year.

Awards. *The Kappa Sigma Mu Scholarship Award* (First Prize \$25.00) is awarded to the Freshman or Sophomore student who attains the highest scholastic average in a degree or certificate program.

The Kappa Sigma Mu Scholarship Award (Second Prize \$10.00) is awarded to the Freshman or Sophomore student who attains the second highest scholastic average in a degree or certificate program.

The J. D. Cloud Accounting Award. This prize of \$10.00 is awarded to the student of the Evening College in the Senior Accounting Class attaining the highest average for his third and fourth years' work.

The John T. Nolan, Jr., Catholic Literature Award. A \$25.00 savings bond is granted to the student who excels in the study of Catholic Literature.

The Xavier University Alumnae Association Scholarship Award. This award of \$25.00 applicable toward tuition, is presented to the alumnae member in good standing enrolled in a certificate or degree program whose average for the year is highest.

The Accounting Award of the Cincinnati Chapter, American Society of Women Accountants. This award of \$25.00 is granted to a woman student in the Evening College for excellence in the study of Accounting.

The Cincinnati Industrial Advertisers Award. A \$50.00 savings bond will be awarded to the student conceiving and designing the best advertising campaign at the Evening College.

Cincinnati Traffic Club Scholarship Award. A scholarship with a value of \$50.00 for the study of Transportation and Traffic Management is granted by the Cincinnati Traffic Club to a man or woman, first year student, for the study of the first or second year basic course in Traffic Management.

The Cincinnati Chapter, National Association of Cost Accountants Manuscript Writing Award. This award of \$25.00 is granted to the student submitting the best manuscript on a subject of working interest to the accountant in industry.

School Organizations. Xavier University Evening Division has provided several forms of student activities and organizations for the purpose of promoting religious, social, academic, and cultural relations among the student body. All student organizations are under the supervision of the Dean. The University reserves the right to moderate, or discontinue, any student activity or organization.

The Social Club. All students interested in the social functions of the Evening College are invited to participate actively in this organization. All social and extra-curricular activities of the Evening College are under the direction of this group. A year-round program of parties, dances, picnics, hobby clubs, etc., gives satisfying outlets to the varying social interests of the student body.

The Economics Club. Founded in 1933 as the Commerce Club, this group combines a discussion program with social activities. Outstanding Cincinnati business men are guest speakers at the monthly meetings. Membership is open to students of economics.

The Family Relations Club of the Catholic Colleges of Greater Cincinnati has a dual purpose: (1) to develop and strengthen in the members the right and wholesome attitude toward Christian marriage and family life, and further a true appreciation of the dignity and beauty of the Christian home, as well as the privilege of duties and obligations involved; (2) to offer the community a clear interpretation of the Catholic position on marriage and the family, and an authoritative refutation of erroneous views relative thereto. Student and guest speakers participate in the regular monthly meetings. The apostolic work of the club is carried out by utilizing "a work shop technique" in four committees on the following activities: public speaking, radio and television presentations, writing, research, surveys, arranging pre-Cana conferences for engaged couples, and sponsoring Christian recreation in the home, school, and parish. Members are trained in these various works by experts in these fields.

Kappa Sigma Mu. Composed of present and former students, Kappa Sigma Mu is a student as well as an alumna organization. Men and women students are eligible for membership. Membership is limited to students who have been in attendance for at least four semesters and who are leaders in curricular and extra-curricular activities. The purpose of the organization is to strengthen and perpetuate college friendships among students of the Evening Division.

The Xavier Accounting Society, organized in 1947, has as its prime objectives the broadening of knowledge and the deepening of the interest of its members in the field of accounting; the promotion of mutual helpfulness and the fostering of fellowship in the pursuit of this worthy aim. Monthly

meetings are devoted to papers, discussions and lectures. The guest speakers are outstanding professional accountants and business executives. Accounting students are eligible to membership.

The Xavier University Alumnae Association. Any woman student who has acquired 30 or more credits in residence is eligible for membership. The group was founded in 1926 and is affiliated with the International Federation of Catholic Alumnae.

Xavier Television Program. Xavier Television Program "Xavier Presents," a student-produced radio show begun in 1946, has been revised for television and is now presented weekly over Cincinnati's WCPO-TV station each Sunday afternoon. The show is completely produced by the students who plan the production, write the scripts, recruit the talent, conduct rehearsals, and participate as announcers, actors, and performers. Guest performers are presented each week from the colleges and universities in the tristate area.

Placement and Guidance Service. The University operates a Guidance and Placement Center to assist the students in their educational, vocational and occupational plans.

The Guidance Service assists the student to know himself. It will aid him in learning his qualifications, strengths and limitations. Through a series of tests a study is made of his interests, aptitudes, abilities and personality traits. These together with a knowledge of his background and training will afford the counselor an appraisal of the student. Through personal interviews recommendations will be made so that the student may choose his life's work more intelligently and more in accord with his personality. *A fee is charged for this service.*

The Placement Service is maintained to assist the student in finding suitable employment in accordance with his training. This service has available occupational material. It makes contact with companies and alumni and arranges for company representatives to confer with the student. The Service also aids as much as possible in part-time employment. *There is no charge for this service.*

General Administration

Admission. Because the Evening Division is intended to serve the educational needs and interests of persons who are occupied in business or other pursuits during the day, the requirements for admission to the evening classes have been given a degree of flexibility. Accordingly, an applicant for the evening classes may establish his eligibility either by graduation from a formal high school course, by examination, or by the attainment of sufficient maturity and experience to enable him to follow an evening course with profit.

Evening students who wish to extend their studies beyond the four-year evening curricula, in order to fulfill the requirements of Bachelors' Degrees must, in every case, satisfy the entrance requirements stated *below*.

Admission to Certificate Programs.

Those who wish to enter the certificate programs must submit a certificate of graduation from high school with an official record of at least 15 units of satisfactory work. Those who have not completed these units may be admitted as *Certificate Students* if they pass with a satisfactory grade those examinations prescribed by the University.

If the student wishes to receive credit for even the first semester of a Certificate Program, he must submit this record of high school work, or must pass the prescribed examinations *before* he enters the Certificate Program.

Those who have completed a Certificate Program are not *ipso facto* eligible for admission to a Degree Program.

Admission to Degree Programs.

1. *Graduates of Accredited High Schools.* The usual method of admission for high school graduates is by certificate of graduation from an accredited high school together with an official record of units and an official recommendation from the principal. A unit is the equivalent of a subject extending through a school year of thirty-six weeks with five recitations per week. A minimum of fifteen units is required.

- a. The following units are required of all applicants for admission:

<i>Subjects</i>	<i>Units</i>	<i>Subjects</i>	<i>Units</i>
English	3	History	1
Mathematics	1	Natural Science	1
Foreign Language (modern or classical)			2

An applicant who does not present two units of credit in a foreign language (modern or classical) may offer as a substitute two units of either history and/or natural science.

b. At least 11 of the 15 units must be offered from the following non-vocational (or college preparatory) subjects. Not more than 4 units in any one subject will be accepted.

<i>Subjects</i>	<i>Units</i>	<i>Subjects</i>	<i>Units</i>
English or Speech	1	German	1-4
Civics	½-1	Spanish	1-4
Economics	½	History	1-3
Latin	1-4	Mathematics	1-3
Greek	1-4	Natural Sciences	1-3
French	1-4	Social Studies	1-3

c. Not more than 4 units will be accepted from the following vocational subjects:

<i>Subjects</i>	<i>Units</i>	<i>Subjects</i>	<i>Units</i>
Business Law	½	Shorthand and Typing	1-2
Commercial Geography	½	Music	1-2
Bookkeeping	1	Drawing	1-2
		Manual Arts	1-2

d. Applicants who do not meet the qualifications outlined above may, under special circumstances, be admitted at the discretion of the committee of admissions.

2. *Mature students who are not high school graduates*, may be admitted to the Degree Program by examination. The examination will include various tests which will determine whether such applicants have the ability to do satisfactory college work. All applicants admitted by examination will be admitted on probation. The probation period will continue for at least one semester.

Admission to Special Evening Courses. Although the school usually recommends a complete curriculum, students who possess sufficient maturity, experience and educational foundation are permitted to take certain individual courses without following a complete curriculum.

Admission with Advanced Standing. Evening students who have satisfactorily completed college work in other recognized colleges or universities will be given credit for such work to the extent that it satisfies the requirements of a curriculum in the Evening Division of Xavier University.

Readmission. Readmitted students who have been absent for more than two years are subject to the curricular requirements in force at the time of their readmission. If a student has attended another school since

his withdrawal from the Downtown College of Xavier University, a record of that work must be submitted before readmission.

Veterans who apply for readmission, however, may qualify for degrees and certificates under requirements in force at the time of their departure from the Downtown College for military service, depending upon their classification at the time of their entrance in the service.

Registration. Fixed dates in each semester are reserved for registration and are to be found in the academic calendar on page 7 of this catalog.

College Year. The college year usually begins the third week in September and ends the fourth week of May. It is divided into two semesters. There is a Christmas and an Easter recess. Classes are not usually held on legal holidays nor on the more solemn religious festivals of the Catholic Church.

Time of Classes. Classes are held on Monday, Tuesday, Wednesday, Thursday, and Friday from 6:40 to 8:20; 6:40 to 9:15; 6:40 to 10:10, and 8:25 to 10:10.

Unit of Instruction—Credit Hour. A unit of instruction is one class hour a week for one semester. The unit is called a *credit hour* and is the measure of work in the Evening Division. A weekly two-hour period of laboratory work is considered equivalent to one credit hour. The fundamental accounting courses include lecture and laboratory work.

Grading System and Reports. At the middle and the end of each semester the student receives an estimate of the quality of his work in each of the courses which he has pursued. This estimate is based upon the combined results of examinations and class work, and is expressed by the following symbols:

- A—Exceptional. Indicates not only high achievement but also an unusual degree of intellectual initiative.
- B—Good. Indicates attainment above the average.
- C—Average. Indicates the normal attainment for the average student.
- D—Inferior. Indicates passing work but below the normal attainment.
- F—Failure.
- FA—Failure because of excessive absences.
- I—Incomplete; grade withheld pending fulfillment of assignment.
- W—Withdrawal (approved).
- WP—Withdrew passing.
- WF—Withdrew failing.
- X—Absent from examination.

Quality Points. A candidate for a bachelor's degree must earn not only the number of credit hours (120) required for the bachelor's degree, but his work must also possess a certain excellence which is measured by *quality points*.

The number of quality points is determined partly by the grade received and partly by the number of credit hours attached to the course. Quality-point averages, however, are determined on the basis of hours attempted, not merely passed, and quality points earned. The grade points are as follows:

A—Four points per credit hour	C—Two points per credit hour
B—Three points per credit hour	D—One point per credit hour

The number of quality points which will be received for any course is the number of points attached to the grade received multiplied by the number of credit hours attached to the course. The scholastic standing of the student at the end of any semester is the ratio of the total number of quality points received to the total number of credit hours carried in that semester.

Student Classification. Students are classified as *Sophomores* who have at least twenty credit hours and forty quality points; *Pre-Juniors*, who have forty credit hours and eighty quality points; *Juniors*, who have sixty credit hours and one hundred and twenty quality points; *Pre-Seniors*, who have eighty credit hours and one hundred and sixty quality points; *Seniors*, who have one hundred credit hours and two hundred quality points. The Freshman, Sophomore and Pre-Junior years are grouped as lower division years; Junior, Pre-Senior and Senior as upper division years.

Students are also classified as *Degree Students*, if they are working for a degree; *Certificate Students* if they are working for a certificate; *Special Students*, if they are taking one or more courses for credit without reference to a program; *Auditors*, if they do not elect to fulfill scholastic requirements for academic credit.

Major. The major will ordinarily consist of a minimum of eighteen credit hours of *upper division* work completed with an average of C in one department. This work will suppose the completion of required courses of *lower division* work (C average) in the department of the major.

In the departments of classical and modern languages *lower division* work is not satisfied by beginning courses or their equivalent.

Minor. The minor will ordinarily consist of a minimum of twelve credit hours of *upper division* work in another department approved by the student's adviser and completed with an average of C. This work will suppose the completion of required courses of *lower division* work (C average) in the department of the minor.

Attendance.

1. To secure credit in any course in which he is registered, the student is required to attend classroom exercises *regularly* and *promptly*. Absences due to late registration, or to a change in course even at the recommendation of the office, date from the day of opening announced in the calendar.

2. Attendance and preparation are required at all classroom exercises as primary conditions for meriting academic credit.
3. Three absences in any one course automatically disqualify the student from receiving credit for the course.
4. Absences caused by serious illness may be excused, wholly or in part, by the Dean.
5. Tardiness at class or leaving class before the expiration of the period will be counted as one-half of an absence.

Withdrawal. A student who wishes to withdraw from one or more of his courses must sign at the Office a notification of intention to withdraw. *A student is considered in attendance until this formal notice of withdrawal has been duly signed.* No withdrawal is effective earlier than the date recorded on this signed notice.

Examinations.

1. Examinations in all subjects are held at the middle and the close of each semester. The result of the mid-semester and the semester examinations, combined with the student's classwork, will determine his grade for the semester. No academic credit is given unless a passing grade is obtained.
2. A student who has been absent from a regularly scheduled examination will receive a grade of X if the excuse for the absence is acceptable to the Dean, otherwise the absentee will receive an automatic failure. Absence, however, does not excuse a student from the requirement of a special examination at a time determined by the Dean. If an X grade is not removed within thirty days a grade of F will be given for the course.
3. A fee of \$2.00 will be charged for each special examination taken before or after the regularly scheduled examination. No charge will be made if an examination is missed because of illness if the illness is reported to the school office prior to the time of the scheduled examination.
4. Auditors are not obliged to take examinations.

Censures. Any student whose quality-point average is below 1.5 for each session of the first year, or 1.75 for each session of the second year, or 2.0 for each session of the succeeding years will be automatically placed on probation.

This censure excludes the student from participation in any extra-curricular activity except of a religious nature, and reduces the number of credit hours which the student may carry.

The censure will continue for at least one session. At the end of this session any student on probation who fails to average "C" in the semester's work will be dismissed from the University. Any student on probation

whose semester average is "C," but whose general overall average is below "C," will be continued on probation for one more session. If, at the expiration of the continued probationary period, the student's average is below "C" he will be dismissed from the University.

Any student whose quality-point average is low, but not so low as to warrant the censure of probation, may be placed on the "warned" list.

This censure does not demand a reduction of the student's load nor does it positively exclude the student from participation in extra-curricular activities, but such participation may be restricted at the discretion of the dean or the departmental adviser.

Failure in a number of courses is regarded as poor scholarship. At the discretion of the dean, such a student will be excluded from registration in the University for at least one session. Permission to return after one session, or at any subsequent time, will be granted only at the discretion of the Committee on Admissions.

If a student is placed under scholastic censure, the University assigns the right to change or limit the student's program of courses to the student's departmental adviser or to the dean. The same right will be exercised in the case of poor health or other circumstances unfavorable for study.

The University reserves the right to censure the conduct of any student on or off the campus in accord with the generally accepted norms of good behavior, Catholic practice, and Catholic principles of morality. This censure will be regarded as purely disciplinary and may take the form of correction, suspension, or dismissal which the President of the University, upon advice of the Committee on Student Problems, may deem appropriate. Suspension will carry with it the loss of credit hours. When a student incurs the disciplinary censure of dismissal, or withdraws while under the censure of suspension, the University has the right to declare, at the discretion of the president, the fact of disciplinary censure to the admissions officer of any educational institution to which the student may subsequently apply.

Transcript of Records. Upon the student's request the Evening College will send one complete transcript of his scholastic record to any educational institution or business organization. If more than one transcript be requested, a charge of two dollars will be assessed for each additional transcript. No transcripts are issued during the busy periods of registration or examination. Transcripts are issued only after the student has fulfilled all financial obligations to the University.

Tuition and Fees. Registration for a course or courses makes the student liable for the tuition of the whole semester. *All tuition and fees required from students must be paid before the third class-session of each semester.* Students failing to discharge these obligations promptly are subject to dismissal.

1. The tuition fee for all subjects is \$9.00 per class hours.
2. Students registering at Xavier University for the first time pay a matriculation fee of \$5.00.
3. Additional fees:
 - a. Biology Course (each semester) \$ 1.00
 - b. Typewriting Course (each semester) 1.00
 - c. Special Examination 2.00
 - d. Certificate Fee 10.00
 - e. Bachelor's Degree Fee 25.00
 - f. Xavier University News. (Required). Per semester 75

NOTE.—STUDENTS CARRYING THREE HOURS WORK OR LESS MUST PAY IN FULL AT THE TIME OF REGISTRATION; OTHERS MUST PAY A MINIMUM OF \$27.00 PLUS ALL FEES (REGISTRATION, XAVIER UNIVERSITY NEWS, TYPEWRITING COURSE), THE BALANCE TO BE PAID BEFORE THE THIRD WEEK OF CLASS.

Refunds.

1. No fee is refundable.
2. No tuition will be refunded except when withdrawal from class is due to illness or causes entirely beyond the student's control.
3. No refund will be granted if the student has not duly notified the Office of withdrawal before the end of the eighth week of any semester.
4. In no case shall the tuition charge be less than \$4.00.
5. The schedule below shows the percentage of tuition refunded if the student is eligible for a refund.

WITHDRAWAL DURING THE	PERCENT OF TUITION REFUND
1st week	90 %
2nd week	80 %
3rd week	70 %
4th week	60 %
5th week	50 %
6th week	40 %
7th week	30 %
8th week	20 %

Time-Payments.

1. The privilege of time-payments is granted *only* to students carrying more than three credit hours per semester.
2. Time-payments are permitted *only* when definite arrangements are made in writing. These payments must be made on the appointed day under penalty of dismissal.
3. No cancellations of promised time-payments are permitted. Exceptions to this regulation are to be determined by the Dean. No cancellations of promised time-payments are allowed after one-half the semester has passed. Where cancellations are permitted, they shall never be in excess of one-half the tuition for a semester. No cancellation of promised time-payments is granted when a student withdraws without informing the Office.

Note.—A student who is in debt to the University at the end of any semester is not permitted to register again, or to graduate; nor is he entitled to receive an official statement of his credits until his indebtedness has been discharged.

Curricular Administration

Courses. Courses are grouped according to their basic or advanced content. Basic courses, which are ordinarily open to Freshmen, Sophomores, and Pre-Junior students, are regarded as *lower division* courses. *Upper division* courses are ordinarily open only to Junior, Pre-Senior and Senior students.

Departments of Instruction. For the purpose of faculty administration and of classification of courses according to the nature of their subject matter, all courses are grouped in *departments*. In the Evening Division there are twelve departments: Accounting, Biology, Classical Languages, Economics and Business Administration, English, History and Political Science, Mathematics, Modern Languages, Philosophy, Psychology, Sociology, and Theology.

Curricular Division. There is a larger grouping of departments into four curricular divisions. These divisions are made to facilitate inter-departmental administration and to integrate fields of study. The divisions are as follows:

- | | |
|-----------------------------------|-----------------------------------|
| 1. <i>Language and Literature</i> | 3. <i>Natural Sciences</i> |
| English and Speech | Biology |
| Greek, Latin | Mathematics |
| French, German | |
| Spanish | |
| 2. <i>Social Sciences</i> | 4. <i>Philosophy and Theology</i> |
| Accounting | Philosophy |
| Economics and Business | Psychology |
| Administration | Theology |
| History | |
| Political Science | |
| Sociology | |

Lower Division Objectives. Toward realization of the immediate University objectives (intellectual competence with a sense of religious and moral responsibility) and the objectives of the undergraduate division, the student should, at the completion of his work of the first three years, have attained the following:

1. A religious knowledge adequate for personal orientation and influential Christian living.

2. An acquaintance with, and some practice in, the modes of thinking—philosophical, mathematical, and scientific.
3. A competence in basic English communication, written and oral, with an adequate acquaintance with the types, and some of the masterpieces of English literature.
4. A reading knowledge of at least one modern language (this is not required in the Bachelor of Science in Business Administration program).
5. An acquaintance with the history and principles of social institutions.

The objective and standards of the several departments concerned in this program indicate their special contribution to the above, in such a way that a student who has completed a minimum of sixty hours with a C-average, can be regarded as having sufficiently attained the objectives.

Excess quality points at the completion of the student's lower division work may not be applied to remove a quality-point deficiency in the upper division work.

Before the close of his Pre-Junior year, the student who wishes to continue his education in the University will be required to choose a field of specialization for his future work. Only upon acceptance by the chairmen of the departments concerned, and on successful completion of his *lower division* work, may the student be considered eligible to continue.

In the last semester of his *lower division* work, a student who has satisfied the *lower division* prerequisites in a particular subject may, if his schedule allows, and if the dean and the chairman of the department concerned authorize it, take an *upper division* course in that subject.

Upper Division Objectives. Toward more special realization of the immediate University objectives (intellectual competence, etc.) and the objectives of the undergraduate division for the last two years of college (continued general and liberal training *plus* opportunities for specialization), the student is offered the following:

1. A continuation of his general and liberal training in the study of philosophy and allied subjects.
2. Fields of specialization, with a major and minor system, for prudent concentration.

At the completion of this work, the student must qualify as to his attainment of the University and undergraduate division objectives through a thesis or a comprehensive examination. The matter of these, broadly stated, will be: his knowledge of his field of specialization, his grasp of the principles of knowledge, and his ability in the application, co-ordination and systematization of facts and principles.

Certificates and Degrees. The University will confer a certificate or a degree upon any candidate in the Evening Division who has successfully completed an accepted program of studies, and who has fulfilled,

prior to graduation, all requirements both general and particular. In the Evening Division the University confers the following Certificates: Accounting; General Business; Labor Relations; Marketing; Secretarial Practice; and Traffic Management; and the following Degrees: Bachelor of Arts; Bachelor of Science; and Bachelor of Science in Business Administration.

Subject Requirements for Degrees. In addition to the fulfillment of other requirements, a candidate for a degree in the University must follow a definite program of studies. The prescribed subjects together with the corresponding minimum semester hours for each degree program are listed as follows:

Bachelor of Arts

The degree of Bachelor of Arts is conferred on the candidate whose major field has been chosen from any one of the four curricular fields, and whose program included twelve semester hours in the study of Latin. The prescribed subjects together with the corresponding minimum semester hours required and suggested block schedules are listed on pages 42-43.

Bachelor of Science

The degree of Bachelor of Science is conferred on the candidate whose major and minor have been chosen from any of the four curricular fields. The prescribed subjects together with the corresponding minimum semester hours required and suggested block schedules are listed on pages 44-45.

Bachelor of Science in Business Administration

General Statement. The Business Administration program adheres to the general principles and objectives of the University in particular, and of Jesuit education in general. It recognizes the necessity of those cultural subjects which render articulate the higher powers of the mind and which spell the difference between an educated man and a mere technician. In addition, the business administration program endeavors to provide the student with the basic knowledge required for a thorough understanding of the operation of our economic system. It further provides the student with the opportunity to specialize in some phase of business training which will help him to assume eventually a position of responsibility in the business world. The program seeks to strike a proper balance between cultural and business subjects, and at the same time integrate philosophical and moral principles with business training.

The candidate for the B.S. in B.A. degree may select accounting, economics or general business as his field of specialization. The prescribed subjects and minimum semester hours required for the degree are listed below:

<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting, Economics and Business Administration . . .	53-58	Philosophy	17
Christian Culture	4 courses	Psychology	4
English	12	Speech	4
History	6	Theology	8
Mathematics	6 or 7	Electives	2-6
		Thesis	2

Basic Courses for All B.S. in B.A. Degree Programs

In addition to the fundamental liberal arts courses necessary to fulfill the cultural, intellectual and moral objectives of the university, each candidate for a B.S. in B.A. degree is required to take certain basic courses which are essential for a proper understanding of business administration and of our economic system:

<i>Course No.</i>	<i>Subject</i>	<i>Sem. Hrs.</i>
Ac 51, 52	Introductory Accounting	6
BA 23, 24	Business English	4
BA 123	Business Statistics	3
BA 161, 162	Business Law	4
Ec 35, 36	Principles of Economics	4
Ec 151	Money and Banking	3
	Total	24

Accounting. For a major in accounting a student must complete the following total hours in business: accounting, 30; economics and business administration, 21. Therefore, in addition to the basic courses listed above for all B.S. in B.A. programs, the student is required to take the courses listed below:

<i>Course No.</i>	<i>Subject</i>	<i>Sem. Hrs.</i>
Ac 151, 152	Intermediate Accounting	6
Ac 153, 154	Advanced Accounting Problems	6
Ac 155, 156	Industrial (Cost) Accounting	6
Ac 157, 158	Taxation	6
Ac 199	Thesis or Comprehensive Examination	2
Ec or BA	Electives	3
	Total	29

NOTE: For the complete B.S. in B.A. (Accounting) curriculum, see block schedules on pages 46-47.

Economics. For a major in economics a student must complete the following total hours in business: economics, 22; accounting, 18; business administration, 11. Therefore, in addition to the basic courses listed above for all B.S. in B.A. programs, the student is required to take the courses listed below:

<i>Course No.</i>	<i>Subject</i>	<i>Sem. Hrs.</i>
Ec 188	Intermediate Economic Analysis	3
Ec 199	Thesis or Comprehensive Examination	2
Ec	Electives	12
Ac 151, 152	Intermediate Accounting	6
Ac 155	Industrial (Cost) Accounting	3
Ac 157, 162 or 163	Taxation, Analysis of Financial Statements or Auditing	3
	Total	29

NOTE: For the complete B.S. in B.A. (Economics) curriculum, see block schedules on pages 48-49.

General Business. For a major in general business a student must complete the following total hours in business: economics and business administration, 47; accounting, 9. In addition to the basic courses, and Ac 162, Analysis of Financial Statements, and BA 170, Business Organization and Management, and BA 131, Principles of Marketing, which courses are required of all general business students, sufficient courses must be taken to give a minor concentration (at least three semesters of upper-division courses), in at least four of the following areas of business administration: accounting, economics, finance, labor, management, marketing, or transportation.

NOTE: For the complete B.S. in B.A. (General Business) curriculum, see block schedules on pages 50-51.

GRADUATION REQUIREMENTS

General

For the Certificates

In addition to the requisites of a particular Certificate Program listed on pages 34-39, a candidate for a Certificate must fulfill the following requirements:

1. The candidate shall have completed an accepted program of studies in which the quantity of academic work, measured in class hours, is not fewer than fifty-six with an average of C.

2. The candidate shall have completed at least twenty-one class hours (C average) and at least the last fourteen class hours (C average) in residence at Xavier University Downtown College.

For the Degrees

In addition to the requisites of a particular program, a candidate for the bachelor's degree must fulfill the following requirements:

1. The candidate shall have qualified as a classified student in Xavier University and shall have all records from other institutions in order.
2. The candidate shall have completed an accepted academic program of not fewer than one hundred twenty credit hours with an average of C. Specifically, an average of 2.0 (C) shall have been maintained in his *upper division* courses since surplus quality points are not transferable from *lower division* courses.
3. The candidate shall have completed all *lower division* objectives.
4. The candidate shall have fulfilled the *lower division* and *upper division* objectives in the matter of distribution of courses.
5. The candidate shall have completed the following courses in Philosophy and Psychology: Pl 84, 100, 105, 111, 131, 132, Ps 33, 34.
6. The candidate, if a Catholic, shall have completed eight credit hours in formal courses in Theology, and four Christian culture courses.
7. The candidate shall have completed *in residence*, the last thirty credit hours (C average) in courses approved by the College of Liberal Arts.
8. The candidate shall have completed, on or before May 13 of his senior year, a written thesis of not fewer than 5000 words. The subject shall have been approved and a rough draft of the thesis shall have been submitted before October 20. The thesis shall fulfill all general and particular prescriptions of the adviser. At the discretion of the adviser a comprehensive examination in the student's major field of work may be substituted for the thesis.
9. The candidate, with the approval of the head of the department, shall have made formal application to the dean for the degree sought. This form shall have been filed in the office at the beginning of the last session.
10. The candidate shall have discharged all financial obligations to Xavier University.

N.B.—No student will be considered eligible for graduation who has any deficiency at the beginning of the last session of his senior year, or who has less than one hundred and eight credit hours of C average.

Graduation Honors. Honors are awarded on the basis of outstanding moral and intellectual attainment. A student who has earned a quality-point average of 3.75 in his six years of college work will be graduated

Summa Cum Laude; one who has earned 3.5, *Magna Cum Laude*; one who has earned 3.25, *Cum Laude*. The honors are announced at commencement and are inscribed on the diplomas of those meriting them. The final semester's work cannot be computed in determining the quality-point average for honors.

Transfer students are eligible for honors at graduation only under the following conditions:

1. They must have completed at least sixty semester hours of work at Xavier University.
2. Their quality-point average must be computed on the basis of ALL OF THEIR COLLEGE WORK.
3. Under no circumstances will honors be awarded that are higher than the honors merited by the quality-point average earned at Xavier University.

Residence. Candidates for Certificates must secure at least the last fourteen credit hours at the Evening College, and candidates for Degrees at least the last thirty credit hours in residence at Xavier University and the last 12 credit hours at the Evening College. Residence is the personal presence at the University of a student carrying a normal weekly load.

Attendance at Commencement. All candidates for Degrees and Certificates must be present at the Commencement Exercises.

Notes. The University reserves the right to modify its graduation and other academic requirements as may seem necessary from time to time. It will be obligated only during the academic year of the student's registration by requirements published in the catalog for that year.

No course in any department will be given unless a sufficient number of students apply.

APPROVED OUTLINES

OF

CURRICULA

CERTIFICATES and PRE-LAW

Certificate in Accounting, page 34.

Certificate in General Business, page 35.

Certificate in Labor Relations, page 36.

Certificate in Marketing, page 37.

Certificate in Traffic Management, page 38.

Certificate in Secretarial Practice, page 39.

Pre-Legal Course, page 40.

Certificate in Accounting

SUBJECT TOTALS

<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting	27	Mathematics	4
Economics and Business Administration	8	Logic	3
English	4	Psychology	6
		Sociology or Theology	4

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Introductory Accounting	3	Introductory Accounting	3
General Psychology	2	General Psychology	2
Principles of Economics	2	Principles of Economics	2

SECOND YEAR

Intermediate Accounting	3	Intermediate Accounting	3
Business English	2	Business English	2
Business Law	2	Business Law	2

THIRD YEAR

Cost Accounting	3	Cost Accounting	3
Sociology or Theology	2	Sociology or Theology	2
Mathematics of Finance	2	Mathematics of Finance	2

FOURTH YEAR

Advanced Accounting Problems or Auditing	3	Accounting Elective	3
Taxation	3	Logic	3
Business Psychology	2		

Certificate in General Business

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting	6	Mathematics	4
Economics and Business Administration	29	Logic	3
English	4	Psychology	6
		Sociology or Theology	4

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Introductory Accounting	3	Introductory Accounting	3
General Psychology	2	General Psychology	2
Principles of Economics	2	Principles of Economics	2

SECOND YEAR

Business Organization and Management	3	Economics Elective	3
Business English	2	Business English	2
Business Law	2	Business Law	2

THIRD YEAR

Personnel Management	3	Economics Elective	3
Sociology or Theology	2	Sociology or Theology	2
Mathematics of Finance	2	Mathematics of Finance	2

FOURTH YEAR

Money and Banking	3	Business Statistics	3
Logic	3	Economics Elective	3
		Business Psychology	2

Certificate in Labor Relations

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Economics and Business		Logic	3
Administration	40	Psychology	6
English	4	Sociology or Theology	4

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Economics of Labor	3	Economics Elective	3
General Psychology	2	General Psychology	2
Principles of Economics	2	Principles of Economics	2

SECOND YEAR

History of Labor Movement	3	Labor Relations Legislation	3
Business English	2	Business English	2
Business Law	2	Business Law	2

THIRD YEAR

Personnel Management	3	Economics Elective	3
Sociology or Theology	2	Sociology or Theology	2
Collective Bargaining	2	Collective Bargaining	2

FOURTH YEAR

Economics Elective	3	Business Statistics	3
Christian Theory of Economics	2	Economics Elective	2
Business Psychology	2	Logic	3

Certificate in Marketing

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Economics and Business Administration.....	39	Logic.....	3
English.....	4	Psychology.....	6
		Sociology or Theology.....	4

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Principles of Marketing.....	3	Economics Elective.....	3
General Psychology.....	2	General Psychology.....	2
Principles of Economics.....	2	Principles of Economics.....	2

SECOND YEAR

Business Organization and Management.....	3	Economics Elective.....	3
Business English.....	2	Business English.....	2
Business Law.....	2	Business Law.....	2

THIRD YEAR

Principles of Wholesaling.....	3	Principles of Retailing.....	3
Sociology or Theology.....	2	Sociology or Theology.....	2
Principles of Salesmanship.....	2	Principles of Salesmanship.....	2

FOURTH YEAR

Logic.....	3	Business Statistics.....	3
Principles of Advertising.....	2	Principles of Advertising.....	2
Economics Elective.....	2	Business Psychology.....	2

Certificate in Traffic Management

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Economics and Business		Logic	3
Administration	40-41	Psychology	6
English	4	Sociology or Theology	4

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Transportation: Traffic Management	3	Transportation: Traffic Management	3
General Psychology	2	General Psychology	2
Principles of Economics	2	Principles of Economics	2

SECOND YEAR

Rates and Tariffs I	3	Rates and Tariffs I	3
Business English	2	Business English	2
Business Law	2	Business Law	2

THIRD YEAR

Rates and Tariffs II	3	Rates and Tariffs II	3
Sociology or Theology	2	Sociology or Theology	2
Principles of Marketing	3	Economics Elective	2-3

FOURTH YEAR

Interstate Commerce Law	3	Interstate Commerce Law	3
Logic	3	Business Statistics	3
		Business Psychology	2

Certificate in Secretarial Practice

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Secretarial Science.....	14-18	Psychology.....	6
Accounting.....	6	Sociology or Theology.....	8
English.....	8	Speech.....	4
Logic.....	3	Electives.....	4-7

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Practical English.....	2	Practical English.....	2
Typing and/or Shorthand.....	4-8	Typing and/or Shorthand.....	4-8

SECOND YEAR

Dictation.....	3	Dictation.....	3
Business English.....	2	Business English.....	2
General Psychology.....	2	General Psychology.....	2

THIRD YEAR

Introductory Accounting.....	3	Introductory Accounting.....	3
Speech.....	2	Speech.....	2
Sociology or Theology.....	2	Sociology or Theology.....	2

FOURTH YEAR

Logic.....	3	Electives.....	3
Sociology or Theology.....	2	Sociology or Theology.....	2
Electives.....	3	Business Psychology.....	2

Pre-Legal Course

Students who apply for admission to schools of law must have completed a minimum of sixty credits of college work. Many law schools now demand ninety credits for admission. Xavier University Evening College offers a pre-legal course which will satisfy entrance requirements of the law school, but it would be well for the prospective pre-legal student to determine from the law school he wishes to attend just what the requirements are. The ninety credit requirement is met in the following suggested program.

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
College Algebra	3	Trigonometry	3
General Psychology	2	General Psychology	2
Principles of Economics	2	Principles of Economics	2
Rhetoric and Composition	3	Rhetoric and Composition	3

SECOND YEAR

History of Europe	3	History of Europe	3
Latin or Modern Language	3	Latin or Modern Language	3
Introductory Accounting	3	Introductory Accounting	3

THIRD YEAR

Logic	3	Metaphysics	3
Latin or Modern Language	3	Latin or Modern Language	3
History of the United States	3	History of the United States	3
English	3	English	3

FOURTH YEAR

Principles of Ethics	3	Christian and Social Ethics	2
English Constitutional History	3	Constitutional History of U. S.	3
Speech	2	Speech	2
Sociology or Theology	2	Sociology or Theology	2

FIFTH YEAR

Philosophy of Man	3
Business Psychology	2
Electives	4

APPROVED OUTLINES

OF

CURRICULA



DEGREES



Bachelor of Arts, page 42-43.

Bachelor of Science, page 44-45.

Bachelor of Science in Business Administration

Major: Accounting; Minor: Economics, page 46-47.

Bachelor of Science in Business Administration

Major: Economics; Minor: Accounting, page 48-49.

Bachelor of Science in Business Administration

General Business Concentration, page 50-51.

Bachelor of Arts

The degree of Bachelor of Arts is conferred on the candidate whose field of concentration has been in the Division of Languages or Social Sciences. The prescribed subjects, together with the corresponding minimum quantities for the program of studies leading to this degree, are listed below.

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Major Subject.....	24	Modern Language.....	12
Minor Subject.....	18	Philosophy.....	17
Christian Culture.....	4 Courses	Psychology.....	4
English.....	12	Theology.....	8
History.....	6	Speech.....	2
Latin.....	12	Electives.....	8
Mathematics or Science.....	6	Thesis.....	2

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Latin.....	3	Latin.....	3
Rhetoric and Composition.....	3	Rhetoric and Composition.....	3
Theology.....	2	Theology.....	2
General Psychology.....	2	General Psychology.....	2

SECOND YEAR

Latin.....	3	Latin.....	3
History of Europe.....	3	History of Europe.....	3
Speech.....	2	Elective.....	2
Theology.....	2	Theology.....	2

THIRD YEAR

Modern Language.....	3	Modern Language.....	3
English.....	3	English.....	3
Mathematics or Science.....	3	Mathematics or Science.....	3

FOURTH YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Modern Language.....	3	Modern Language.....	3
Logic.....	3	Metaphysics.....	3
Major Subject.....	3	Minor Subject.....	3
Elective.....	2	Elective.....	2

FIFTH YEAR

Minor Subject.....	3	Major Subject.....	3
Philosophy of Man.....	3	Philosophy of Nature.....	3
Marriage.....	2	The Family.....	2
Christian Culture.....	2	Minor Subject.....	2

SIXTH YEAR

Major Subject.....	3	Major or Minor Subject.....	3
Minor Subject.....	3	Major Subject.....	3
Principles of Ethics.....	3	Christian and Social Ethics.....	2
Elective.....	2	Thesis.....	2

Bachelor of Science

The degree of Bachelor of Science is conferred on a candidate whose concentration has been in the Division of Languages or the Division of Social Sciences and whose program has included the following subjects and corresponding minimum quantities.

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Major Subject.....	24	Philosophy.....	17
Minor Subject.....	18	Psychology.....	4
Christian Culture.....	4 Courses	Theology.....	8
English.....	12	Science.....	6
History.....	6	Speech.....	2
Mathematics.....	6	Electives.....	9
Modern Language.....	12	Thesis.....	2

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Rhetoric and Composition.....	3	Rhetoric and Composition.....	3
Modern Language.....	3	Modern Language.....	3
Theology.....	2	Theology.....	2
General Psychology.....	2	General Psychology.....	2

SECOND YEAR

Modern Language.....	3	Modern Language.....	3
History of Europe.....	3	History of Europe.....	3
Speech.....	2	Elective.....	2
Theology.....	2	Theology.....	2

THIRD YEAR

English.....	3	English.....	3
Science.....	3	Science.....	3
College Algebra.....	3	Trigonometry.....	3

FOURTH YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Logic	3	Metaphysics	3
Major Subject	3	Major Subject	3
Minor Subject	3	Christian Culture	2
Elective	2	Elective	2-3

FIFTH YEAR

Major Subject	3	Major Subject	3
Philosophy of Man	3	Philosophy of Nature	3
Marriage	2	The Family	2
Elective	2-3	Minor Subject	3

SIXTH YEAR

Major Subject	3	Major or Minor Subject	3
Principles of Ethics	3	Christian and Social Ethics	2
Minor Subject	3	Minor Subject	3
		Thesis	2

Bachelor of Science in Business Administration

The degree of Bachelor of Science in Business Administration is conferred on a candidate whose concentration has been in the Division of Business Sciences and whose program has included the following subjects and corresponding minimum quantities.

SUBJECT TOTALS			
(Major, Accounting; Minor, Economics)			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting	30	Philosophy	17
Economics and Business Administration	21	Psychology	4
Christian Culture 4 Courses		Theology	8
English	12	Speech	4
History	6	Electives	6
Mathematics	6 or 7	Thesis	2

APPROVED PROGRAM

(Major, Accounting; Minor, Economics)

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Introductory Accounting	3	Introductory Accounting	3
Rhetoric and Composition	3	Rhetoric and Composition	3
General Psychology	2	General Psychology	2
Theology	2	Theology	2

SECOND YEAR

Intermediate Accounting	3	Intermediate Accounting	3
College Algebra	3	Trigonometry	3
Principles of Economics	2	Principles of Economics	2
Theology	2	Theology	2

THIRD YEAR

Industrial (Cost) Accounting	3	Industrial (Cost) Accounting	3
History of Europe	3	History of Europe	3
Speech	2	Speech	2
Business English	2	Business English	2

FOURTH YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Advanced Accounting Problems	3	Advanced Accounting Problems	3
Logic	3	Metaphysics	3
Business Law	2	Business Law	2
Marriage	2	The Family	2

FIFTH YEAR

Auditing or Elective	3	Auditing or Elective	3
Money and Banking	3	Business Statistics	3
Philosophy of Man	3	Philosophy of Nature	3

SIXTH YEAR

Taxation	3	Taxation	3
English Elective	3	English Elective	3
Principles of Ethics	3	Christian and Social Ethics	2
Economics Elective	3	Thesis	2

Bachelor of Science in Business Administration

SUBJECT TOTALS			
(Major, Economics; Minor, Accounting)			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting	18	Philosophy	17
Economics and Business Administration	33	Psychology	4
Christian Culture	4 Courses	Theology	8
English	12	Speech	4
History	6	Electives	6
Mathematics	6 or 7	Thesis	2

APPROVED PROGRAM

(Major, Economics; Minor, Accounting)

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Introductory Accounting	3	Introductory Accounting	3
Rhetoric and Composition	3	Rhetoric and Composition	3
General Psychology	2	General Psychology	2
Theology	2	Theology	2

SECOND YEAR

Intermediate Accounting	3	Intermediate Accounting	3
College Algebra	3	Trigonometry	3
Principles of Economics	2	Principles of Economics	2
Theology	2	Theology	2

THIRD YEAR

Industrial (Cost) Accounting	3	Industrial (Cost) Accounting	3
History of Europe	3	History of Europe	3
Speech	2	Speech	2
Business English	2	Business English	2

FOURTH YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Principles of Marketing	3	Economics Elective	3
Logic	3	Metaphysics	3
Business Law	2	Business Law	2
Marriage	2	The Family	2

FIFTH YEAR

Business Organization and Management	3	Business Statistics	3
Philosophy of Man	3	Philosophy of Nature	3
English Elective	3	English Elective	3
Economics Elective	3		

SIXTH YEAR

Money and Banking	3	Economics Elective	3
Principles of Ethics	3	Elective	3
Elective	3	Christian and Social Ethics	2
		Thesis	2

Bachelor of Science in Business Administration

SUBJECT TOTALS			
(General Business Concentration)			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting.....	9	Philosophy.....	17
Economics and Business Administration.....	47	Psychology.....	4
Christian Culture.....	4 Courses	Speech.....	4
English.....	12	Theology.....	8
History.....	6	Electives.....	2
Mathematics.....	6 or 7	Thesis.....	2

APPROVED PROGRAM (General Business Concentration)

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Introductory Accounting.....	3	Introductory Accounting.....	3
Rhetoric and Composition.....	3	Rhetoric and Composition.....	3
General Psychology.....	2	General Psychology.....	2
Theology.....	2	Theology.....	2

SECOND YEAR

Principles of Economics.....	2	Principles of Economics.....	2
Theology.....	2	Theology.....	2
History of Europe.....	3	History of Europe.....	3
College Algebra.....	3	Trigonometry.....	3

THIRD YEAR

Business Organization and Management.....	3	Business Statistics.....	3
Principles of Marketing.....	3	Economics Elective.....	3
Speech.....	2	Speech.....	2
Business English.....	2	Business English.....	2

FOURTH YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Money and Banking	3	Economics Elective	3
Logic	3	Metaphysics	3
Business Law	2	Business Law	2
Marriage	2	The Family	2

FIFTH YEAR

Personnel Management	3	Economics Elective	3
Philosophy of Man	3	Philosophy of Nature	3
English Elective	3	English Elective	3
		Analysis of Financial Statements .	3

SIXTH YEAR

Principles of Ethics	3	Christian and Social Ethics	2
Economics Elective	3	Economics Elective	6
Christian Theory of Economics . .	2	Thesis	2
Electives	2		

Departments and Courses

The names of the departments of instruction and the special courses are here listed in alphabetical order.

No course in any subject will be given unless a sufficient number of students apply.

The courses of instruction are numbered in accord with a unified plan. Lower division courses are numbered 1 to 99. Upper division courses are numbered from 100 to 199. Double numbers indicate that the first semester course is prerequisite to the second semester course and *that both must be satisfactorily completed to obtain credit for either course.*

Accounting (Ac)

Rapidly expanding business enterprises have emphasized the importance of accounting as a means of efficient and economical operation. As an administrative device it makes possible effective control and successful management of all types of business. Factory management requires a correct knowledge of costs. Sales and credit management likewise depend upon the accounting department for basic information necessary to the proper guidance of their departments.

Obviously, the purpose of the accounting courses is not to teach mere proficiency in bookkeeping, nor to prepare students merely for clerical tasks, but rather to inculcate the philosophy underlying the use of records as an aid to management. The purpose is to lay a foundation which students in this department may use, after their apprenticeship in business, to build the necessary qualifications for executive positions.

The courses in accounting are thorough and comprehensive, familiarizing the student with the latest and most satisfactory methods. The first year course gives the student a fundamental knowledge of accounting which is of value whether he engages in business or pursues a professional career. The advanced courses elaborate on the theory and practice of accounts, business analysis, costs, auditing and specialized accounting, and are completed in a special course which prepares the student for C.P.A. examinations and for entrance into the field of public accountancy.

1. **Bookkeeping.** A basic course in the principles of Bookkeeping intended to familiarize the student with the techniques and principles of double-entry bookkeeping. After the discussion and illustration of these principles, the student has an opportunity to apply them in problems and practice sets. This course is recommended for clerical workers who want a better understanding of the various financial records required by present-day business. *No credit.*
51. **Introductory Accounting.** A study of general accounting as applied to modern record-keeping for single proprietorships, partnerships and corporations, supplemented with practical problems and practice sets providing actual experience with general and special

journals and ledgers; the preparation of adjusting and closing entries; trial balances; work sheets; balance sheets and profit and loss statements. Three credit hours.

52. **Introductory Accounting.** A continuation of Ac 51. Practical application of the voucher system, controlling accounts, departmental accounts, use of charts of accounts; study of authorization and issuance of capital stocks and bonds; computation of premiums and discounts; distribution of profits; determination of fire loss; manufacturing costs and preparation of manufacturing costs statements. Three credit hours.

Upper Division Courses

151. **Intermediate Accounting.** A thorough course in theory and problems in which various methods of solving practical accounting problems are presented. The course supplies a broad background of accounting theory that will enable the student to recognize accepted differences in accounting methods and to develop individual convictions in matters of accounting principles. Knowledge of working paper layout is a primary requisite; problems offered are a challenge to the student's ability to reason, to observe, and to make proper decisions on the basis of known facts. Prerequisite: Ac 51 and 52. Three credit hours.
152. **Intermediate Accounting.** A continuation of Ac 151. A further development of the practical aspects of Accounting, illustrating accepted methods of valuation and depreciation; preparation of comparative reports and statement analyses. An explanation of the reasons for various accounting reports, co-ordinated with problems that stimulate the interest of the students in research and extra-curricular study in Accounting and related subjects. Prerequisite: Ac 151. Three credit hours.
153. **Advanced Accounting Problems.** Partnership accounting. Treats advanced phases of partnership accounting; organization; dissolution; incorporation of a partnership; division of profit or loss; related problems. Also accounting for insurance; insolvency; home office and venture accounts. Practical problems round out the semester. Prerequisite: Ac 151 and 152. Three credit hours.
154. **Advanced Accounting Problems.** A continuation of Ac 153. Parent company and subsidiary accounting. Consolidated balance sheets. Treatment of inter-company accounts; major and minor parent companies. Consolidated statement of surplus, profit and loss, and supporting statements, mergers and financing. Numerous problems give the student facility in handling consolidation questions. Prerequisite: Ac 153. Three credit hours.

155. **Industrial (Cost) Accounting.** The nature of cost systems; cost records and accounts, and how they are "tied-in"; factory ledger; materials control; departmentalization of expenses; accounting for labor. Intensive work on a job-order cost set. Prerequisite: Ac 151 and 152. Three credit hours.
156. **Industrial (Cost) Accounting.** A continuation of Ac 155. Advanced and specialized phases of costs, distribution costs, and reports; process costs, joint and by-products; standard costs, including standard cost set. Numerous chapter problems and questions. Prerequisite: Ac 155. Three credit hours.
157. **Taxation.** The primary purpose of this course is to give a fundamental knowledge of Federal Income Tax. This is accomplished by studying the Law and Regulations and working out practical problems in regard to the individual, partnership and corporation income tax returns. Three credit hours.
158. **Taxation.** A continuation of Ac 157. Includes further practical work on income taxes. Course treats social security and other federal taxes. Also franchise, property, sales, and other important State taxes. Problems and tax returns. Three credit hours.
160. **Survey of Accounting Systems.** Open to advanced students or by permission of instructor. Prerequisite: Ac. 152. Two or three credit hours.
161. **Managerial Accounting.** Sources of data and statistics are studied with reference to the forecasting and preparation of business budgets. Two or three credit hours.
162. **Analysis of Financial Statements.** A study of the significance, development and technique of financial statement analyses of business enterprises. Discussion of the nature and limitation of the financial statements together with a review of the basic problems of their interpretation and trends in accounting principles and procedures as considered in the development of analytical tools of procedure. Practical application through the use of problem material. Prerequisite: Ac 52. Three credit hours.
163. **Auditing.** This course deals with the examination of financial statements. Auditing procedures for the analysis and verification of each class of account are studied and discussed. The student makes practical application of these procedures in making a complete practice audit. A knowledge of auditing is not only essential to students seeking a professional accounting career, but is a valuable aid to those who desire a general education in business. Prerequisite: Ac 151 and 152. Three credit hours.

164. **Auditing.** A continuation of Ac 163. Three credit hours.
165. **C.P.A. Review.** Practical accounting to assist students and practitioners for C.P.A. examination. Previous courses or practical accounting experience required. Theory, auditing, practical accounting, and business law, based upon recent examinations by various State Boards and the American Institute of Accountants. Three credit hours.
166. **C.P.A. Review.** Continuation of Ac 165. Special practice to develop quick understanding of problems and appropriate solution, under conditions similar to those in examination room. Problems to develop accuracy and speed within limited time. Three credit hours.

Biology (B1)

The courses in biology aim to assist in the liberal education of the student and to contribute to his cultural background. Lectures and demonstrations are intended to give him a knowledge of basic biological principles as well as training in careful, thoughtful, and independent observation and scientific analysis.

11. **The Biological World and Man.** This course is designed to give the student a better understanding and appreciation of the biological laws which apply to man and the living world around him. The subject matter includes such topics as the systems which compose the human body and their functions; the organization, life cycles, and economic importance of typical plants and animals; the embryological development of man, heredity, and organic evolution. The relationships of some of the above topics to philosophy. Although no formal laboratory work accompanies the course, the lectures are illustrated by use of motion pictures, biological models, and demonstrations of living materials at the Albers Biological Laboratory, Evanston Campus. Three credit hours.
12. **The Biological World and Man.** A continuation of B1 11. Three credit hours.

Classical Languages

The true Liberal Arts student aims to discover what constitutes normal living in the environment of our Western European civilization. Both accuracy and adequacy in this quest require in him the power of first-hand contact with the great thoughts of that civilization's normal representatives, and an actual scholarly acquaintance with at least a selected few great souls from every stage of its development. His studies in post-renaissance and post-reformation literature and history he must supplement by direct penetration into the life of our pre-renaissance Christian and pre-Christian forbears if he wills to acquire sufficient background against which

to project and *out of which to derive* a genuine and thoroughly humanistic philosophy of life. English and the modern literatures, of course, do not antedate the renaissance. For this reason, primarily, candidates for the degree of Bachelor of Arts devote a minimum of two years to the study of literature in Latin, which from the second century before Christ until the cleavage of the national cultures was the common language of Europe.

Aside from the educative discipline of diction, structure, style and mental power of analysis involved in the processes of translation, each language contains a complete literature of rare cultural value best revealed through the powerful contrast of the pagan mind with the Christian mind.

Greek (Gk)

- 1-2. **Elementary Greek.** A course in Greek syntax with suitable readings for those beginning the study of Greek. *Two semesters.* Six credit hours.
21. **Plato.** A study of Plato's philosophy including lectures on the *Dialogues* and the reading of *The Apology, Crito* and *Phaedo*. Prerequisite: Greek 1-2 or the equivalent. Three credit hours.
61. **Sophocles.** A thorough study of the *Antigone*, its style, language, prosody and ethics. Prerequisite: Greek 1-2 or the equivalent. Three credit hours.

Latin (Lt)

5. **Cicero.** A study of the *Orations Against Cataline* with a review of syntax and practice in Latin prose composition. Three or four credit hours.
11. **Livy.** Books xxi and xxii are read for a study of Livy's style in contrast with that of the Ciceronian period. Discussion of Livy's reliability as an historian. Three credit hours.
22. **Horace.** Selected *Odes, Epodes, and Satires* are studied for the lyric qualities of Latin poetry. The influence of Horace on modern poets is discussed. Prerequisite: two semesters of college Latin. Three credit hours.
23. **Horace.** A general introduction to the works of the poet, with a selected reading of examples from the *Sermones, Epistulae, Epodi,* and *Carmina* respectively. Three credit hours.
28. **Cicero.** Selections from the works of Cicero together with a study of the author and his influence. Prerequisite: two semesters of college Latin. Three credit hours.

113-114. Advanced Latin Composition. Arnold's *Latin Prose Composition* or equivalent. Exercises XXIV to L. *Two semesters.* Two or four credit hours.

120. Medieval Latin. Three credit hours.

182. Roman Private Life. Letters of Cicero, Horace, Pliny, and Seneca illustrating standards of Roman life. Effects of later Christian culture. Two credit hours.

Economics (Ec) and Business Administration (BA)

Economics may be defined as the science which studies human behavior as a relationship between the endless wants of man and the scarce means which have alternative uses. The course in principles of economics is designed to give a general survey of the field of economics from a scientific standpoint. Other courses furnish the student with specialized analyses of some particular phases of economic life.

In addition to the general aim of instruction in theory and practice, the department of Economics and Business Administration has the following specific objectives: to contribute to the cultural aims and scope of a liberal education; to give a general but thorough knowledge and appreciation of economic life; to prepare majors for professional study in the field of business administration; to offer an undergraduate basis for graduate study in economics; to inform the student of Christian contributions to the solution of economic problems; to integrate the science of economics with principles of Christian culture and philosophy.

ECONOMICS (Ec)

35. Principles of Economics. This is the standard foundation course for all fields of study in Economics and Business Administration. The course covers the fundamental principles governing present day business activity and organization. A study is made of production, distribution, consumption, and exchange mechanisms and procedures. Factors which determine supply, demand, and price of commodities and services are analyzed. The roles of capital, labor, and land in production are considered and special emphasis is placed on monopolistic competition, utility, value, wealth, income, price, cost and distribution. Two credit hours.

36. Principles of Economics. This course emphasizes the study and analysis of selected problems in the field of business economics including such current topics as money, credit, and banking; theory of business cycles; international economic relations; the employment of labor; government and taxation; public controls over private business enterprise. Other items covered in this course include Federal Reserve system; index numbers; public finance; public utilities; foreign trade;

labor problems; and the various economic systems of the world as compared to the American system. Prerequisite: Ec 35. Two credit hours.

Upper Division Courses

101. **History of the Labor Movement.** A study of the labor movement from the Colonial period to the present; the plight of the unorganized workingman against irresponsible employers; the emergence of Unionism, its struggle for survival, its initial failures and eventual success. Growth of the A.F. of L. and C.I.O.; the counter-revolution of the employers; an analysis of the position of Unions and Management and the pressures behind each; the political, economic and social effects of the Union Movement. Three credit hours.
103. **Labor Economics.** A basic course designed to afford an insight into the goals for which the American worker strives; the wage problem; unemployment; the search for security and the motivating factors behind this quest. Three credit hours.
105. **Labor Relations and Collective Bargaining.** A study of the behavior of employees, management and unions under a collective bargaining contract. Analysis of the subjects of bargaining and their scope; the technique of negotiation of a contract; the day to day administration of an executed agreement. Actual case histories are studied to present the problems posed by human behavior in an industrial society of employees and employers; review of transcripts of actual records of collective bargaining practice in large and small companies. Two credit hours.
106. **Labor Relations and Collective Bargaining.** A continuation of Ec 105. Two credit hours.
107. **Labor Legislation.** A study of the causes, origins and development of labor law affecting the lives and livelihood of the American workingman and his family. Emphasis is placed upon the Taft-Hartley Act, the Fair Labor Standards Act, and wage stabilization. An analysis of the language of legislation and the interpretation placed thereon by individuals and governmental agencies as they affect the employee-union-employer relationship and society in general. Three credit hours.
110. **Economics of Transportation.** Social and economic effects of improved transportation and communication. Geography of transportation. Organization and physical facilities for transportation. Rates and their economic effects. The regulation of transportation. Special transportation problems. The future of transportation.

151. **Money and Banking.** The present money and banking system and how it works. The theory and history of money, credit and commercial banking. Three credit hours.
158. **Business Cycle Analysis.** History and description of business cycles; measurement and pattern of cycles; and analysis of the various theories of business cycles; problem of economic stability; analysis of anticyclical measures. Three credit hours.
181. **Economic Geography.** A study of world resources and trade, with special reference to the chief economic materials; the typical manufacturing industries; the systems of transportation; and the influence of geographic facts upon the commercial position of nations.
183. **Current Economic Problems.** Pertinent problems of current interest in America today in the field of Economics will be analyzed to determine their effect on the economy. Three credit hours.
187. **Philosophy of Communism.** The fundamental principles of Marxist Communism; their origins in the writings of Marx, Engels, Lenin and Stalin; their relative importance; popular and orthodox Communism; economic principles of Communism and their spiritual foundation; critical analysis of important contemporary arguments against Communism. Two credit hours.
188. **Advanced Economic Theory.** An advanced study of economic principles, including an analysis of such fundamental concepts as value and price, rent, interest, wages, and profits, and their relation to the current problems of production, distribution and exchange. Three credit hours.
189. **Christian Theory of Economics.** A study of elementary economics from the viewpoint of Christian ethics; a study of the Encyclicals of Popes Leo XIII and Pius XI as they affect the science of economics and business; an evaluation of Karl Marx's *Communist Manifesto*. A course planned to help the future business man plan a code of ethics founded on solid Christian principles basic to effective living in a democratic society. Two credit hours.

BUSINESS ADMINISTRATION (BA)

23. **Business English.** English composition as applied to all business correspondence; application of English principles to effective business letter writing and the writing of well organized business reports. Emphasis is placed upon the attitude of the correspondent toward the addressee; qualities, appeal, form and parts of a business letter and business report. Two credit hours.

24. **Business English.** A continuation of BA 23. Two credit hours.
111. **Transportation: Traffic Management.** The American Transportation System; Freight Traffic Association Territories; Classification of Freight; Principles of Freight Rates and Tariffs; Shipping Documents and Their Application; Special Freight Services; Study in Freight Claims. Three credit hours.
112. **Transportation: Traffic Management.** A continuation of BA 111. Three credit hours.
113. **Rates and Tariffs, I.** Tariff Circulars; Construction and Filing of Tariffs; Freight Rates and Tariffs; Terminal Facilities and Switching; Demurrage; Storage; Reconsignment; Transit Privileges; Weights and Weighing; Payment of Transportation Charges; Routing; Warehousing and Distribution; Materials Handling; Packaging. (Prerequisite: BA 111-112. Students with sufficient traffic background or practical experience will be permitted to register without prerequisites.) Three credit hours.
114. **Rates and Tariffs, II.** A continuation of BA 113. Three credit hours.
115. **Rates and Tariffs, II.** Advanced studies of Rates and Tariff including: Through Routes and Rates; Milling in transit Rates; Technical Tariff and Rate Interpretation; Overcharge, Loss and Damage; Import and Export Practice; Classification and Rail Committee Procedure. (Prerequisite: BA 113-114. Students with sufficient traffic background or practical experience will be permitted to register without prerequisites.) Three credit hours.
116. **Rates and Tariffs, II.** A continuation of BA 115. Three credit hours.
117. **Interstate Commerce Law.** Interstate Commerce Act and related Acts and Cases. Practice and procedure before the State Regulatory Commissions and the Interstate Commerce Commission. (Prerequisites: BA 111-112. Students with sufficient traffic background or practical experience will be permitted to register without prerequisites.) Three credit hours.
118. **Interstate Commerce Law.** A continuation of BA 117. Three credit hours.
123. **Business Statistics.** A study of the manner of presentation of specific and general business reports for the purpose of graphically determining their economic significance. Three credit hours.
125. **Elementary Industrial Statistics.** The purpose of this course is an understanding of the fundamental bases of statistics. Such topics

- as: presentation of data, mean and standard deviation, probability, the binomial, the Poisson, the normal, and the sample mean distributions, are studied. Problems in the course are related to industry. Three credit hours.
- 126. Quality Control.** This course considers the simpler applications of the previous course to industrial processes. Such matter as quality-control charts and their characteristic curves are studied in detail. Acceptance sampling by attributes or variables, together with sequential analysis, is also discussed. Three credit hours.
- 127. Public Opinion and Propaganda.** This course covers the fundamental principles of publicity and a study of the techniques of propaganda, effects, purposes and counter-propaganda techniques. A study of public information media, what forces influence public opinion, and a review of fundamentals of publicity, psychological warfare, promotional techniques, notoriety, press agency in radio, television, newspapers, magazines and other media fields. Demonstrations, movies, TV programs and other aids are used in this course and an analysis of Russian and Soviet methods of propaganda is made. Two credit hours.
- 128. Publicity and Public Relations.** Development, role and function of Public Relations. Covers methods for building public confidence, stockholders, industry, employee, community relations. Sales Force, dealer and customer relations. Methods of applying these relation techniques to the Utility, Financial, Trade and Labor organizations. Large and small Retailers, Non-profit and Religious groups, newspapers, radio and television operations, as well as manufacturing businesses. Two credit hours.
- 131. Principles of Marketing.** A study of the elements of distribution in a capitalistic economy. The topics include: marketing functions, wholesaling, retailing, financing, transportation, the various types of retail institutions. Three credit hours.
- 132. Problems of Marketing.** The problems include the spread between production costs and costs to consumers; types of wholesaling and retailing; survey of sales projects; finance of distribution; reduction of costs. Three credit hours.
- 136. Principles of Retailing.** Analysis of fundamental principles underlying the operation of retail stores. Store location; layout and merchandise classification; types of store organization; buying, selling and pricing methods and policies; publicity and promotion; store system and store service; general policies and controls. Three credit hours.

137. **Principles of Wholesaling.** The relationship of wholesaling to the marketing structure; kinds of wholesaling; types of middlemen; internal organization of wholesaling firms and their relationship to the commodity field; cost studies, legal aspects; trade associations. Three credit hours.
141. **Principles of Advertising.** This is a basic course designed for newcomers to the advertising profession or those who plan to enter this interesting field. Covering the fundamental principles governing all types of advertising (magazine, newspaper, mail, outdoor and radio), it enables the student to understand problems involved in advertising preparation and their relationship in the process of influencing the buying public. Two credit hours.
142. **Principles of Advertising.** A continuation of BA 141. Current advertising examples are studied to show how buying motives are determined and used to advertise merchandise in an inviting manner through the written or spoken word. General rules and suggestions are given for writing copy, visualizing, preparing layouts, and guiding production of the printed advertisement. The character, advantages and limitations of the various advertising media are analyzed and discussed. Two credit hours.
145. **Principles of Salesmanship.** A valuable course for anyone who wishes to learn the principles of selling. Persons engaged as younger salesmen and those who contemplate operating their own business will find here either a refresher course or a knowledge of the basic principles of marketing. Emphasis is placed upon the necessity of adequate preparation, the correct procedure in approaching the buyer, the proper kind of presentation and the importance of closing a sale. Learning to sell by actually selling in class demonstrations. Acquiring poise and the ability to speak in public. The pitfalls to avoid in selling. Experience in prepared sales argumentation and impromptu debate. Final development of the primary characteristics of a successful salesman. Two credit hours.
146. **Principles of Salesmanship.** A continuation of BA 145. Two credit hours.
161. **Business Law. Contracts.** A course designed to give the average business man or woman a fundamental knowledge of such law as is used daily in the business world. Contracts; essential form, legality and enforcement. Property. Negotiable instruments. Two credit hours.

162. **Business Law. Agency.** A general introduction to American business law. Creation, powers, termination, liabilities of principal and agent. Partnerships. Corporations. Pertinent questions by students involving legal problems are a part of many class periods. Two credit hours.
165. **Personnel Management.** The principles and practices in the field of the administration of human relations in industrial and commercial world. Emphasis is given to the scientific techniques and devices in development of the well-rounded personnel program, including techniques of interviewing, testing, evaluation of statistics and tests, placement, job rotation, promotion, safety and health programs, and general personnel services. Three credit hours.
166. **Personnel Problems.** The case system approach to human relations problems in industry. A study of how problems are discovered and the scope limitation of problems. Typical problems cover grievance handling, wage and salary administration, collective bargaining, selection, placement and merit rating. Three credit hours.
170. **Business Organization and Management.** A study of the basic principles and techniques of business organizations; types of organization structure; functions of the business executive, including his relationships with and place in the community; relationships of a business organization with government, the general public and with its stockholders. Lectures and frequent class discussion of cases drawn from actual business situations. Three credit hours.
175. **Industrial Management.** A survey of the techniques and problems of industrial management and operation. Specific situations are considered in the areas of production operations including scheduling, material procurement, inventory control and equipment maintenance; industrial engineering including job analyses and efficient production methods; production personnel problems including wages, incentives, and labor relations; and production costing. The course, while not requiring BA 170 as a prerequisite, shows the application of business management principles in various industrial situations through student discussion of actual industrial problems which management has been called upon to solve. Preliminary expository discussion by the instructor and student discussion is used to bring out the salient points under consideration. Three credit hours.
177. **Time and Motion Study.** An introduction to time and motion study; its history; principles; scope; fundamental hand motions; work places; standardization; simplification; analysis charts; relation to incentives; uses and applications. Two credit hours.
178. **Time and Motion Study.** A continuation of BA 177. Two credit hours.

English (En)

Success in any activity is most surely to be won by the man or woman who has attained proficiency in the two aspects of English—communication and literature.

Communication, while basic, is a prerequisite to real academic progress, just as it is essential to every important endeavor in the world. It involves four activities: seeing, reading, writing, and speaking. The intelligent person observes with interest the world about him. He comprehends what he reads and hears, and he does so easily, accurately, fully, and thoughtfully. He expresses, in clear and incisive prose and in intelligible speech, the result of his experience—living, working, and thinking. So endowed, he is able to meet each new situation with justified confidence.

Literature—at once man's heritage from the ages and, as he adds to it, his bequest to the ages—stimulates his intellectual and emotional reactions, and supports and enriches his power of communication. The literature of England and of America informs him of the past and the present, and keeps alive his civilized traditions. Through its benign influence he is brought to understand his fellowmen: to live purposefully and composedly; to see beyond the ordinary; even, perhaps, through goodness, truth, and beauty, to glimpse the stars.

- 1-2. **Practical English: Spoken and Written.** A course in the fundamentals of conversational and written English, designed to meet the everyday needs of the average person in social, business, or professional life. Emphasis is placed on vocabulary building, variety and correctness of sentence structure, and the writing of short themes under the immediate supervision of the instructor. No credit.
3. **Rhetoric and Composition.** The principles governing intelligent reading, conversational style and effective writing; a short review of the mechanics of composition and the rules of exposition; readings from contemporary literature. Three credit hours.
4. **Rhetoric and Composition.** A continuation of English 3. Intensive work in composition with emphasis on description and narration; special readings in the American short story. Three credit hours.
23. **Business English.**
(Cf. page 59 for course description.)
24. **Business English.**
(Cf. page 60 for course description.)

Upper Division Courses

101. **Creative Writings.** For the following kinds of students: those interested seriously, even professionally, in writing; those whose work entails composition; those who wish further discipline in analyzing what they read and in synthesizing what they think; those curious about magazine literature and authors' trade secrets. Discussion will

center around the following topics; consideration of articles in current magazines; the methods and technique of writing for publication; how to choose a subject; gathering, selecting, and organizing material; the market; the reader; the professional tone; testing and revising the product. A writer's laboratory will be conducted throughout the year. Three credit hours.

102. **Advanced Composition.** A continuation of En 101. Three credit hours.
111. **Aesthetics and Literary Criticism.** A presentation of the philosophical basis of aesthetics; elements of taste; aesthetic effects; critical standards and schools of criticism. Three credit hours.
122. **Modern Drama.** A course in modern European and British drama. Three credit hours.
123. **Modern Drama.** This course will be confined to English and American Drama, with emphasis on reading. Influences and development are studied. Three credit hours.
125. **The Short Story.** A study of the theories of the short story and a critical analysis of representative selections to ascertain their comparative merits. An approach intended to investigate the literary content of the stories. Three credit hours.
127. **Public Opinion and Propaganda.**
(Cf. page 61 for course description.)
128. **Publicity and Public Relations.**
(Cf. page 61 for course description.)
131. **The Novel.** The novel from its beginnings to 1930 will be reviewed. Emphasis will be placed on understanding of the novel as a type and as a reflection of the age in which it was written. Three credit hours.
132. **The Contemporary Novel.** A review of the development of the novel. A study of modern literary thought and trends in the novel. A critical analysis of ten representative novels with the emphasis on the author's literary philosophy and the value of the novel to literature. Three credit hours.
136. **World Literature: Middle Ages.** A study of Dante and the *Divine Comedy*. Three credit hours.
142. **Survey of English Literature.** This course is designed to be a comprehensive view of the constantly changing English manners, customs, ideas, and institutions from the age of Beowulf to the 20th century.

The student experiences an appreciative study of England's finest writers. The first semester covers the period ending in 1750. The second semester brings the student up to the present day. Three credit hours.

143. **Survey of English Literature.** A continuation of En 142. Three credit hours.
151. **Shakespeare.** Plays to be studied will be chosen from the periods during which Shakespeare composed his historical plays and comedies. Three credit hours.
152. **Shakespeare.** This course is an introduction to the study of Shakespeare; his life, influences, sources, development. About ten representative plays will be studied, and others will be assigned for supplementary reading. Three credit hours.
175. **Studies in Modern Prose.** Important trends in English and American prose since 1900. Standards for evaluating the novel, the short story, the essay, the drama, and biography will be determined. Authors will include Conrad, Bennett, Galsworthy, Forster, Chesterton, Strachey, Mansfield, James, O'Neil, Dreiser, Morley, Wolfe, Allen, Anderson, and several others. Three credit hours.
176. **Studies in Modern Poetry.** British and American poetry since about 1900. To arrive at an understanding of contemporary work in the light of critical principles, the themes and the forms used in today's poetry will be analyzed. Poets will include Hardy, Eliot, H. D. de la Mare, the Kilmers, Lindsay, Frost, Lowell, Masters, Masefield, Robinson, Millay, Belloc, Sassoon, Teasdale, Yeats, Thompson, Sandburg, and others. Three credit hours.
181. **Survey of American Literature to 1865.** A broad study of the development of thought, spirit, temper, and culture in America from Colonial times to 1865, as reflected in significant writings of outstanding American spokesmen. Three credit hours.
182. **Survey of American Literature since 1865.** A continuation of En 181. Three credit hours.
183. **The American Novel.** A study of the American novel—its development, picturization of national life, philosophical implications and value as an art form. Three credit hours.
188. **Catholic Literature.** This course is designed to be a comprehensive view of Catholic culture and civilization reflected in English Literature, beginning with the Apostolic Age and continuing through the centuries to the present day. Three credit hours.

189. **Catholic Literature.** This course will include lectures on Newman, Thompson, Hopkins, Johnson, Chesterton, Merton and Lowell. Three credit hours.
190. **Newman: The Idea of a University.** A true revelation of Newman's position in the educational life of his day and later, together with a study of *The Idea of a University*—its philosophical basis enhanced by its literary and religious aspects. Three credit hours.
192. **Chesterton.** A study of the life and work of Gilbert K. Chesterton as a man of letters and as an able expositor of the Catholic faith. Two credit hours.
199. **Senior Tutorial Course.** Directed reading and undergraduate research required of all majors in their senior year. Two credit hours.

History (Hs) and Political Science (Po)

The History department has a three-fold purpose: informational, assisting students to obtain an accurate knowledge of past events by a familiar use of the best secondary and primary sources; disciplinary, developing intellectual perspicacity in an untiring quest for truth and critical acumen in evaluating evidence; cultural, promoting an objective but sympathetic attitude toward personages and problems of various times, improvement of both taste and historical imagination.

In the courses in Political Science the student will secure an appreciation of the operations of public administration and party policies.

HISTORY (Hs)

7. **Europe to 1500.** This course is a survey study of the development of European civilization from ancient times to the Protestant revolt. It is designed specifically for a student's first year of college history. During the course of the study the major movements and their leaders in the development of Europe are stressed. Three credit hours.
8. **Europe Since 1500.** This study is a continuation of Hs 7, from the Protestant revolt to current times. It is designed to stress the formation and development of new nations and empires, and to lay emphasis on the economic revolutions up to World War II. Three credit hours.

Upper Division Courses

111. **Early Middle Ages, 300-1300.** The outstanding personages and events during the period when Europe became Christian. Social and economic trends are stressed. Two credit hours.

112. **Late Middle Ages, 1300-1500.** A continuation of Hs 111 with particular attention to the new secularism observable in the fourteenth and fifteenth centuries. Two credit hours.
124. **French Revolution.** Causes of the modern revolutionary spirit. Philosophes and bourgeois radicals. Constitutions and oppositions. Napoleon and Pitt. Three credit hours.
126. **Europe from 1848 to 1914.** Two generations of material progress and social ferment. Nationalistic rivalries, imperialistic policies, *Realpolitik*. Peace efforts. Three credit hours.
129. **Europe Since 1914.** War, exhaustion, renewed imperialism. National dictatorships, attempted world-wide alignments on ideological grounds. Economic chaos. New scientific attacks on religion. Universal war. Reconstruction efforts. A world divided. Three credit hours.
135. **English Constitutional History.** An examination of the ideas and human forces that gave the English people their special political character, the evolution of the national parliament, and English liberties. Three credit hours.
136. **English Social and Economic History.** A study of feudalism and the manor; commerce and medieval towns; colonial expansion; Tudor economic changes; and transformations of the Industrial Revolution. Three credit hours.
140. **History of American Political Parties.** Development of the party system. Factors specifying types of parties. Varieties of leadership. Programs. Three credit hours.
141. **The United States, 1763-1865.** The American Revolution. The Confederation and the Constitution. Washington, Hamilton, and the Federalists; Jefferson, Madison, and the Republicans; the era of Andrew Jackson; the slavery question; the Civil War. Three credit hours.
142. **The United States, 1865-19—.** The Problem of Reconstruction; westward expansion; the railroads; the developments in agriculture and industry; the rise of the cities; modern inventions and their influence on American life, culture, and society; the United States as a world power. Three credit hours.
144. **Sectionalism, 1825-1861.** A presentation of opposing groups and interests; statesmen and constitutional discussion; rising industry in the North; widening western influence; the entrenched South; factors preventing unity; the clash of wealth and ideas. Three credit hours.

145. **Civil War and Reconstruction, 1861-1885.** The War. Healing war wounds. Railroad development. Western State growth. A "New South." Republican hegemony in national politics. Higher education. Immigration impacts. Rise of "Labor." Three credit hours.
146. **Government and the American Economy, 1870-1950.** Post-Civil-War and twentieth century politico-economic problems. Railroads, industrial combinations, organized labor, the Populists, Progressivism, conservation, agriculture, and the New Deal. Three credit hours.
147. **The History of Ohio.** A course in the geography, early travels, Indian troubles, land companies, city and town beginnings, constitutional and political development, culture, education and social character of the state. Three credit hours.
148. **Constitutional History of the United States.** The elements of constitutional thinking and action in colonial times. The making of the federal constitution. Amendments, interpretations. Changing attitudes due to new conditions of life and vagaries of ideology. Three credit hours.
149. **The Catholic Church in the United States.** The origin, difficulties, expansion, consolidation, influence and progress of the Catholic life. Internal and external opposition. Catholic education, and complete participation in American life. Three credit hours.
151. **Colonial Hispanic America, 1492-1810.** The colonial empire of Spain and Portugal in the Americas to the Wars of Liberation. A study of the backgrounds of Latin American civilization and culture, especially the administrative, economic, social, educational, and religious institutions. Two credit hours.
152. **Republican Latin America, 1810-19—.** The history of the formation and development of the South American republics. Special emphasis is to be placed on foreign influences brought to bear upon the various states. Two credit hours.
161. **History of Spain.** The history of Spain from prehistoric times to the present day. Emphasis is placed on cultural achievements. Three credit hours.
166. **History of Russia.** From Vladimir and Kiev to Stalin. Early contact with Byzantium. Mongol invasion. Rise of the Romanovs. Westernization conflicts with oriental tradition. Industrial Revolution. Social and political unrest. Scientific and cultural advances. Outbreak of the Red Revolution. Present position in the world. Three credit hours.

173. **Foreign Relations of the United States, 1783-1865.** Dealings with European governments from independence to the Civil War. Foreign service. Formation of foreign policy. Politics and foreign policy. John Quincy Adams. William Henry Seward. Three credit hours.
177. **Contemporary Problems of World Peace.** Political, economic, social adjustment. The plans of the leading parties. Foci of difficulty. Forces urging harmony. New American seriousness over international responsibilities. Occupied territories. Treaty questions. Three credit hours.
181. **The Near East, 1683-19—.** Balkan and Asia Minor geography. Native unities. Turkish hegemony. Foreign interests. The move toward freedom. Powers limiting freedom. Culture and religion. Three credit hours.
182. **The Middle East Since 1683.** The geography of the area. Racial and national groupings. The Turkish Empire and its break-up to 1920. The political, social, and economic forces operating between two World Wars. The place of religion. Recent trends. Three credit hours.
183. **The Far East.** A study of China from ancient times in its setting of Pacific neighbors, and of its modern competitor, Japan. Early culture; European contact; Westernization; political tangles; current pressures; American interests. Three credit hours.

POLITICAL SCIENCE (Po)

1. **American Government: Federal Government.** The American philosophy of government. Pattern of the Federal Government as it has been formed through the growth of customs, party practices, decisions of courts, administrative agencies. Three credit hours.
2. **American Government: State and Local Government.** Position of the State in the Federal System. Local units of government. Concurrent tax and court systems. Elections. Efforts in democracy—initiative, referendum, recall, direct primary, city manager. Three credit hours.
101. **The State.** Origin of civil power. Nature of political authority; its limitations in itself and from parallel institutions. Foundations of a government-in-being. Organizations and functions. Varieties in forms. Constitutional government. Three credit hours.
102. **Public Administration.** Executive powers; channelling the powers; checks; cooperating bodies. Three credit hours.

112. **Conduct of Foreign Affairs in the United States.** Analysis of the constitutional provisions touching foreign affairs. Make-up and operation of the State Department. The foreign service. Congress and other agencies in the process. Three credit hours.
121. **Comparative (Foreign) Government.** A comparative study of representative types of government; constitutional beginnings, organization, methods of legislation and administration. Special attention will be given to the governments of France, Germany, Great Britain, Japan, the U.S.S.R. Three credit hours.
122. **Development of Totalitarianism.** Development of totalitarianism after World War I. An examination of the origins, objectives, and possible consequences. Influence of social factors, nationalistic motives, and of ideology. Three credit hours.
131. **History of Political Theory, I.** Early theories of government. Developments after Rome. St. Augustine. Growth of kingship, of parliamentary ideas. English liberties. Continental tendencies. Influence of Canon Law. Secularism. Three credit hours.
132. **History of Political Theory, II.** Rise of absolutism and its defenders. Critics. Modern democratic thought. Justifications of dictatorship. International law. Restatements of the natural law. Force doctrines. Materialist theories. Papal pronouncements. Prerequisite: Po 131. Three credit hours.
135. **English Constitutional History.** An examination of the ideas and human forces that gave the English people their special political character, the evolution of the national parliament and English liberties. Three credit hours.
140. **History of American Political Parties.** Development of the party system. Factors specifying types of parties. Varieties of leadership. Programs. Three credit hours.
141. **Growth of Administrative Law.** European systems. American problems and solutions. Industrial relations. Socializing tendencies. Three credit hours.
151. **International Law.** The *Jus Gentium*. Vitoria. Grotius, International treaties. Problems arising from Communist theory and definitions. Regional agreements. World organization. Three credit hours.
177. **Contemporary Problems of World Peace.** Political, economic, social adjustment. The plans of the leading parties. Foci of difficulty. Forces urging harmony. New American seriousness over international responsibilities. Occupied territories. Treaty questions. Three credit hours.

Mathematics (Mt)

The courses in Mathematics are intended to aid in the development of exact and rigorous methods of thought; to give the student the mathematical background and preparation necessary in every field of science and business.

- B. **Elementary Plane Geometry.** A course in high school geometry for those who lack units in this subject. No college credit.
1. **Mathematics of Finance.** This is a preparatory course, primarily for students of commerce and business administration. Its subject matter is applicable to financial problems of modern life, or to the preparation of students for engineering, law, and liberal arts. The course includes a review of elementary algebra, a study of the principles of simple interest and discount, the application of these principles to commercial problems, and an explanation of logarithms. Two credit hours.
2. **Mathematics of Finance.** A continuation of Mt 1. It is concerned with compound interest, annuities, amortization and sinking funds, capitalization, depreciation, and allied topics. Two credit hours.
3. **Trigonometry.** Definitions of the trigonometric functions, their mutual relations; solution of right and oblique triangles; logarithms; trigonometric equations and identities; inverse functions; graphs of the functions; applications. Three credit hours.
4. **College Algebra.** Review of fundamental operations and principles; quadratic equations; systems of quadratics; variation; progressions, logarithms; permutations and combinations; probability; determinants; complex numbers; theory of equations; partial fractions. Three credit hours.
6. **Analytic Geometry.** Cartesian and polar coordinates; loci and their equations; discussion of the properties of the straight line and of the conic sections. Prerequisites: Mt 3 and 4. Three credit hours.

Upper Division Course

151. **Differential Calculus.** Fundamental notions of variables, functions, limits, derivatives, and differentials; differentiation of the ordinary algebraic, exponential, and trigonometric functions with geometric applications to maxima and minima, curvature, inflexions and envelopes; Taylor's formula. Three credit hours.

Modern Languages

The courses in this department are in the French, German, and Spanish languages. The nature of the courses and their content are such as to secure the following sequence of objectives:

1. A mastery of grammar and syntax and an acquaintance with the elements of style as an immediate preparation for the study of literature. This objective will also include an ability to converse with correct pronunciation and natural inflexion.

2. A knowledge and appreciation of the literature of the language.

3. An acquaintance with the history and culture of the people from which the language comes.

Twelve credit hours of lower division work, or the equivalent, will be required as a prerequisite to upper division courses. Students who take upper division courses in the department of Modern Languages will be advised in the selection of courses by the director of the department.

FRENCH (Fr)

1. **Elementary French.** This course is intended primarily to aid the student in acquiring an ability to read the French language. For this purpose insistence will be placed upon extensive readings in simple French prose. About a third of the course time will be allotted to grammar study and grammar exercises. A thorough drill in pronunciation will be given, and the student's ear will be attuned to the spoken language by the frequent use of French recordings in prose, poetry, and song, both popular and folklore. Three credit hours.
2. **Elementary French.** A continuation of Fr 1. Three credit hours.
31. **Intermediate French.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: Fr 1 and 2. Three credit hours.
32. **Intermediate French.** A continuation of Fr 31. Three credit hours.

Upper Division Courses

101. **Conversation and Composition.** An advanced course in syntax and composition. Three credit hours.
102. **Advanced Composition.** An advanced course in stylistics. A continuation of Fr 101. Three credit hours.
121. **Modern French Prose.** The study of novels and short stories by modern prose writers: Erckmann-Chatrian, Bazin, Chateaubriand and others. Three credit hours.
124. **The Short Story.** The reading and study of representative short story writers. Three credit hours.
141. **Poetry of the Nineteenth Century.** Readings from Victor Hugo, Lamartine, Vigny, Musset and others. Three credit hours.

- 151. **Drama.** A reading of dramas chosen from such authors as Corneille, Moliere, Racine and others. Three credit hours.
- 152. **Drama.** A continuation of Fr 151. Three credit hours.
- 161. **French Literature.** French literature from early times to the close of the reign of Louis XIV. Three credit hours.
- 162. **French Literature.** French literature in the seventeenth, eighteenth and nineteenth centuries. Three credit hours.
- 181. **Contemporary Catholic Writers.** The Catholic spirit in French literature, and the Catholic literary revival in France. Three credit hours.

GERMAN (Gr)

- 1. **Elementary German.** Pronunciation and grammar of the German language; written exercises, reading, dictation and conversation in German. Three credit hours.
- 2. **Elementary German.** A continuation of Gr 1. Three credit hours.
- 31. **Intermediate German.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: Gr 1 and 2. Three credit hours.
- 32. **Intermediate German.** A continuation of Gr 31. Prerequisite: Gr 31. Three credit hours.

Upper Division Courses

- 101. **Conversation and Composition.** An advanced course in syntax and composition. Three credit hours.
- 102. **Advanced Composition.** An advanced course in stylistics. A continuation of Gr 101. Three credit hours.
- 111. **The Modern Novel, 1880-1933.** A study of the literary development of the period and of representative authors including Arthur Schnitzler, Rainar Maria Rielke, Paul Ernst, Wilhelm Schaefer and Hans Fallada. Three credit hours.
- 112. **Modern Drama, 1880-1933.** A study of the principal trends in the drama of the period and of representative authors including Hauptmann, Hofmannsthal, Kaiser, Toller and von Unruh. Three credit hours.

121. **Nineteenth Century German Literature.** Main currents of German Literature from the rise of Romanticism to the flowering of Naturalism, from Novalis to Nietzsche. Three credit hours.
122. **Nineteenth Century German Literature.** Continuation of Gr 121. Three credit hours.
161. **German Literature Survey.** The development, forms, and characteristics of German literature before the eighteenth century. Selected readings. Three credit hours.
162. **German Literature Survey.** The literature of the eighteenth and nineteenth centuries. Three credit hours.
163. **Schiller.** A study of the life and works of Schiller, and of the literary movements of the nineteenth century. Three credit hours.
164. **Goethe.** Lectures and readings in Goethe's works, together with a study of his life and times. Three credit hours.

SPANISH (Sp)

1. **Elementary Spanish.** This course is designed to impart a firm foundation in the primary elements of the Spanish language in preparation for later studies of the literature of the language, and for eventual fluency in speech and commercial use. The basic elements, including vocabulary and syntax, will be stressed until mastered to an extent that more advanced study will be profitable. Three credit hours.
2. **Elementary Spanish.** A continuation of Sp 1. Three credit hours.
31. **Intermediate Spanish.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: Sp 1 and 2. Three credit hours.
32. **Intermediate Spanish.** A continuation of Sp 31. Three credit hours.

Upper Division Courses

121. **The Spanish Novel of the Renaissance.** A study of the works of the leading novelists of the fifteenth and sixteenth centuries. Lectures and discussions in Spanish. Collateral readings. Three credit hours.
122. **Novela del Siglo de Oro.** The development of the novel during Spain's literary Golden Century closing with Cervantes' *Don Quijote*. Lectures, readings and discussions. Collateral readings. Three credit hours.

123. **The Spanish Novel of the Nineteenth Century.** A continuation of Sp 121 in purpose and method. The works chosen come from the silver age of Spanish literature. Three credit hours.
124. **The Spanish Novel of the Twentieth Century.** A study of the novel since 1900. Readings from Blasco Ibanez, Valle-Inclan, Pio Baroja, Ricardo Leon, and others. Three credit hours.
125. **Teatro Del Siglo De Oro.** Lectures, readings and discussions on the leading plays and playwrights of Spain's brilliant XVI-XVII century. The Spanish stage; dramatic forms. Three credit hours.
130. **Modern Short Story.** Lectures, readings and discussions on the best known contemporary short stories. Three credit hours.
141. **Early Spanish Poetry.** A study of the *Pelrarquistas* and *Tradicionalistas*. *Escuela Salmantina* and *Escuela Sevillana*. Three credit hours.
143. **Nineteenth Century Drama.** The romantic theme predominates throughout the century in Spanish letters. Through the study of selected plays the student has the opportunity to become acquainted with the most prominent dramatists of the epoch. Three credit hours.
151. **Spanish Authors.** A course devised to give the student a general knowledge of the leading figures in Spanish letters. Lectures and discussions in Spanish. Three credit hours.
164. **Cervantes.** The study of Spain's greatest literary figure: his life and work previous to *Don Quijote*. Lectures and readings. Three credit hours.
165. **Cervantes.** An analytical study of *Don Quijote*. A continuation of Sp 164. Three credit hours.

Philosophy (Pl)

Any declaration of the general aim of the department of Philosophy would be to define philosophy itself. The student, however, may assure himself that a well-advised selection of courses and serious study will result in a recognition of the unity of knowledge and a helpful alignment of fields of study; acquaintance with the organization of mental life together with development and control of its various processes; a power of such constructive criticism as is reasonable, unbiased, and tolerant; a stimulation of talent for speculative and practical thought; illumination of the rational foundations of religion; an enlarged appreciation of the dignity of human nature, and a philosophy of life which conforms to the best traditions of Christian civilization.

34. **Logic.** Aristotelian logic. The science of clearness, correctness and order in the fundamental operation of the intellect; inductive reasoning, and the informal reasoning of everyday life and literature. Three credit hours.

Upper Division Courses

100. **Metaphysics.** The science of the first principles of being; the concept and modes of being; the transcendentals; theories of analogy, act and potency; the Aristotelian categories emphasizing substance and relation; the theory of efficient causality and of purpose. Three credit hours.
105. **Philosophy of Nature.** An historical study of the basic problems concerning metaphysics of matter; the continuum, quantity, mechanism, space, place, motion, time and constitution of matter; a study of the hylomorphic theory in relation to modern scientific theories. Three credit hours.
106. **Natural Theology.** An inductive inquiry into the question of Infinite Reality culminating in the philosophy of Infinite Being; a purely rational study of the nature and properties of Infinite Being; an approach to religion in the light of reason. Three credit hours.
111. **Philosophy of Man.** The specific attributes of man; origin of human knowledge; intellect, will, freedom, habits; the constitution of man; theories of the soul; the unity of man; person. Three credit hours.
131. **Principles of Ethics.** The science of the first principles of human goodness; the purpose of human life; the human act; morality and its essential norm; the general theory of law and rights; conscience; virtue. Three credit hours.
132. **Christian and Social Ethics.** A philosophical exposition of the rights and duties of the individual on the basis of ethical norms; the origin and theories of society; the social, economic and political relationships of the individual. Prerequisite: Pl 131. *Required of all degree students as Christian culture.* Two credit hours.
133. **Origins of Modern Philosophical Problems.** A study of modern experiments in metaphysics and epistemology; the revolt against Christian philosophy; solutions of these modern problems. The course is based on Gilson's *Unity of Philosophical Experience* and appropriate documentation from modern philosophers. Three credit hours.
140. **History of Christian Philosophy, I.** An historical study based on Gilson's *Spirit of Medieval Philosophy* treating of Christian philosophy and the problem of reason and faith, and a comparison of Greek with Christian philosophers on metaphysical questions. Three credit hours.
141. **History of Christian Philosophy, II.** A continuation of Pl 140 emphasizing the problem of Christian philosophy in relation to the philosophy of man, morals, and society. Three credit hours.
152. **Texts of St. Thomas.** Reading and discussion of texts from the *Summa Theologica* with a view to developing a mature understand-

ing of the supernatural life and doctrine as it is founded on the natural. In the latter connection the relevance of St. Thomas's teaching to contemporary problems in the different arts and sciences will be emphasized. Three credit hours.

153. **Texts of St. Thomas.** Continuation of Pl 152. Three credit hours.
154. **Analogy of Potency and Act.** A development of St. Thomas's doctrine of analogy in its primary metaphysical application. The course will be based on texts of St. Thomas embodying both his teaching on analogy itself and the application he made of his doctrine to certain important metaphysical questions. Three credit hours.
155. **On Being and Essence.** The course will begin with a detailed examination of St. Thomas's fundamental work, *De Ente et Essentia*. As far as time will permit this will be followed by an application of St. Thomas's teaching to various historically important positions on the question. Three credit hours.

Psychology (Ps)

Psychology is the study of the human personality: how we know, how we feel, how we act, and how we adjust ourselves to various situations. The Department of Psychology would both equip the undergraduate with a preparation for better living in society (a knowledge of the potentialities of mind is the best preventive against maladjustment), and train psychologists in the field of guidance and counseling in the academic and in the business world.

32. **Psychology of Learning.** A study of the results and methods of experimental psychology which contribute to an understanding of human development and learning. Three credit hours.
33. **General Psychology.** This course, introductory to all courses in psychology, discusses the organic basis of human activity and the basic mental processes. Attention is given to the findings of experimental research as correlated with the philosophy of man. Two credit hours.
34. **General Psychology.** A continuation of Ps 34. Two credit hours.
104. **Psychology of Motivation.** This course investigates the unconscious and conscious roots of human action. Reflex acts and their implications in and influence upon human conduct. The feelings and emotions, human impulses, instincts, aspiration, conflicts. The mechanisms of sublimation and compensation. The phases of ideomotor action, conceptual and voluntary human control. Two credit hours.
111. **Rational Psychology.** Same as Philosophy of Man. Cf. page 77.
134. **Child Psychology.** The genetic study of growth and development; hereditary and environmental factors; early and later childhood to puberty. Special problems at various age levels. Two credit hours.

135. **Psychology of Adolescence.** Impulses, emotions, and attitudes of the adolescent boy and girl as individuals and in the sphere of social and religious ideals. Two credit hours.
136. **Abnormal Psychology.** A brief review of all the ailments known as psychopathies; definitions and factors implied in genesis, development, background of nerves, glands, and sex. The purely psychogenic disorders. The study of functional psychopathies, discussion of hereditary factors, individual constitution, modern conditions of life; the social, legal, and ethical implications of insanity, crime, accountability. Anxiety neurosis. Two credit hours.
142. **Mental Hygiene.** A review of the modern medical and clinical methods of psychotherapy. Etiology, prognosis, prophylaxis. Treatment of juvenile psychopathies, and of the physical, mental, and emotional deviations peculiar to the adolescent; the question of sex enlightenment. Psychiatric social service. Appreciation and criticism of the various systems of mental healing. The role of religion. Two credit hours.
143. **Applied Business Psychology.** Introduction to psychology applied to life and work; personality development and the adjustment concept; predicting and influencing the behavior of the individual, of the group; and principles of research for the student of applied psychology. Two credit hours.
151. **Modern Psychological Problems.** A brief outline of the problems involved in the evolution of the science of psychology. It embraces the contributions of Descartes, Locke, Hume, Kant, and the Kantians. The development of the theories of association. True and false theories concerning the psychology of religion, magic, spiritism, telepathy. The outworn theories of mental healing, phrenology, and demonology. Problems of adolescence, psychic storm and stress in old and young. Various problems will be approached in an easy and popular way, and in the style of free discussion. Two credit hours.
152. **Modern Psychological Problems.** A continuation of Ps 151. The present status of experimental psychology, its apparatus, paraphernalia, methods. Suggestion, psychoanalysis, split personality theories, phobias, scruples, hypnosis, behaviorism, and Gestalt psychology. Two credit hours.
- 160-161. **Psychological Counselling in Human Relations.** Study of psychological principles as applied to counselling in human relations in industry, education, social and correctional work and related fields. Counselling situations illustrated by case histories. Four credit hours.

- 162. Personality Problems.** Maladjustments; behavior handicaps; aggressiveness; phobias; the intangibles of personality. Two or three credit hours.
- 165. Psychology of Crime.** Study of psychological factors involved in criminal behavior, the kind of people who come in conflict with the law, and the conditions that contribute to crime. Consideration of the history and development of penology, parole, and probation and the role of psychiatry, psychology, and social casework in rehabilitation. Discussion of the principles involved in law enforcement, institutional treatment, and correctional programs. Two credit hours.
- 166. Psychology of Crime.** A continuation of Ps 165. Two credit hours.
- 173. Industrial Psychology.** A review of the principles of sound psychological procedure as applied to personnel in commerce and industry. A correlated study of personnel management and industrial relations concerning both capital and labor. Concentration upon the human element in American industry. Lectures by plant and industrial psychologists. Prerequisites: Ps 33, 34; BA 165. Two or three credit hours.

Secretarial Practice

The Secretarial Practice course is designed to prepare students who wish to reach positions of responsibility through secretarial openings. Necessarily, stress is laid on work which will develop skill in Bookkeeping, Shorthand, Typewriting, and English. Well-grounded in this foundational work, the student is better prepared for such fields as Accounting, Economics, and Business Law. Thus trained, he may view business activity as an integrated whole, and see the significance of his own work. Only through such a basic understanding can the secretarial worker be prepared for the opportunities for advancement that his position is likely to offer him. Further, a liberal allowance of cultural courses is suggested in order that the student may attain the necessary background for a pleasing and interesting personality. The secretarial worker's constant association with executives makes the development of an intellectual background highly desirable.

- A. Typewriting.** Use of the typewriter and exercises for accuracy and speed; practice in writing and arranging simple business letters and manuscript copy. Non-credit.
- B. Beginners' Shorthand.** A beginning course in shorthand designed for students who wish to prepare themselves for secretarial work; Gregg shorthand theory applied in reading and writing practice. Non-credit.
- C. Dictation.** A review of the principles of Gregg shorthand; dictation and speed practice; typewriting speed tests. Non-credit.

Ac 1. Bookkeeping.

(Cf. page 52 for course description.)

En 1, 2. Practical English: Spoken and Written.

(Cf. page 64 for course description.)

BA 23, 24. Business English.

(Cf. pages 59-60 for course description.)

Sociology (So)

The courses in the department of Sociology are planned to meet the need of intelligent interest in the social structure; to acquaint the student with the problems of the social order; to correlate in the student's mind the purposes and work of social agencies; to test proposed programs of reform and reconstruction in the light of science, philosophy, and religion; to prepare advanced students for graduate and professional study in the fields of sociology and social work.

So 31 and Ec 35 and 36 are introductory to *upper division* courses. Advanced students should lay their field of concentration in the departments of philosophy, psychology, economics, and sociology under the direction of the department of Sociology.

- 31. Introduction to Sociology.** Foundational postulates of a science of society; evolution of social theory; psychological, ecological, and cultural approaches to a study of man and social institutions; problems of race and population; sociological features and functions of the family; sociology of the state. Two credit hours.

Upper Division Courses

103. Labor Economics.

(Cf. page 58 for course description.)

- 125. Marriage.** The nature and the social and religious function of the institution of marriage; effects of social forces; the form of marriage; preparation for marriage; marriage legislation; causes of success and failure; necessity of stability and of monogamy. Two credit hours.

- 126. The Family.** The history, development, social needs, and normal standards of family life; problems of divorce and birth control in relation to family stability; the family, the state, and the Church. Two credit hours.

- 132. Christian and Social Ethics.** A philosophical exposition of the rights and duties of the individual on the basis of ethical norms; the origin and theories of society; the social, economic and political relationships of the individual. Given as Pl 132. Prerequisite: Pl 131. *Required of all degree students as Christian culture.* Two credit hours.

195. **Rebuilding the Social Order.** Genesis and evolution of Christian social theory; economic institutions; property, ownership, wage-contracts, labor unions, occupational groups as set forth in papal pronouncements; socio-economic theory of wages; hierarchy of social institution in the framework of a Christian society; corporation; role of religion and morality in social reconstruction. Two credit hours.

Speech (Ex)

The courses offered in this department have been planned to meet the needs of men and women who realize the advantages of fluency and persuasiveness in private conversation and before group audiences, large or small. The problems involved in oral development are varied and individual, and the courses aim at their solution through a progressive treatment of each. The courses in Speech have as their final objective a personal training of business or professional people who wish to organize their ideas logically, to converse intelligently, and to speak with force, interest and conviction.

1. **Principles of Speech.** This is a practical course in effective speaking. Its purpose is two-fold, training in good speech habits for everyday conversation, and preparations for speech occasions of a business and social nature. Living principles of successful speakers are applied to individual speaking experiences. Essentials are centered around three basic concepts, surveying the speech problem, building the speech, and oral practice. Special skills in voice, diction, and gestures are emphasized through actual speaking practice in the classroom. Application is also made to the fundamentals of effective radio speech. Two credit hours.
2. **Principles of Speech.** Continuation of Ex 1. Two credit hours.
3. **Advanced Speech.** This course emphasizes actual practice in the advanced types of speech. Instruction and training are provided for the basic forms of Discussion, Debate, and Parliamentary Practice. Practical methods are discussed for continual improvement in the rudiments of speaking: Voice, Body Movement, Diction, Speech Composition. Prerequisite: Ex 1 and 2. Two credit hours.
4. **Advanced Speech.** A continuation of Ex 3. Two credit hours.
8. **Radio Technique.** The object of this course is to provide specialized training for radio speaking. The four essentials of radio broadcasting are studied and practiced: clarity, word emphasis, conversational mode and timing. Field study of commercial broadcasting by visits to radio stations. Microphone techniques are taught by speaking over public address system and in radio station. Two credit hours.

Upper Division Courses

101. **Acting Technique.** A basic course designed to develop young student actors by means of exercises in pantomime, improvisation and general movement. Student workshop in scenes, character development and make-up. Three credit hours.
102. **Directing.** A course designed primarily for beginners in the technique and principles of directing, which will include techniques of realism and stylization with workshop productions directed by students with supervision by faculty. Three credit hours.

Theology (Th) and Christian Culture

To attempt to educate the youth of our land intellectually only, without any regard for his moral and religious training, is to neglect the most essential part of his education. Without solid moral and religious training no person can live an acceptable life, either as an individual or as a member of society. Appalled by the nation-wide lawlessness and disrespect for authority, civic leaders and educators are finally convinced that the present system of public education is a failure because it excludes religious training from the school curriculum.

It should be noted that the problem of morality affects the non-Catholic as well as the Catholic. Consequently, every person should be able to prove not only the existence of God, but also the existence of a moral law which binds him to do what is right and to avoid what is wrong.

Moreover, intelligent men and women should know the answers to such questions as: Is one religion as good as another? Is Christian revelation in conflict with science or human reason? Does man need and does he receive help from God? What is the rational and Christian solution to the present day problems of war, euthanasia, sterilization, sex, social justice? What is the rational and Christian attitude toward marriage, divorce, birth-control?

Answers to these and kindred questions will be given and discussed in the courses listed below. Fair-minded seekers-for-truth, Catholic and non-Catholic, will find in these courses sound doctrinal reasoning and its practical application for a better moral, social, and economic structure.

THEOLOGY (Th)

5. **Moral Guidance.** A study, in the light of Revelation, of the general principles governing human acts, personal responsibility, conscience, law, sin, and virtue. The Ten Commandments are treated individually and at length; the duties of various professional groups are outlined. Two credit hours.
10. **The Church.** The divine authority of the Church of Christ proved by arguments drawn from history and reason; the claims of Christ to divinity; the establishment of His Church, its divine authority, its characteristics and identification; the government of the Church; papal primacy and infallibility. Two credit hours.

25. **The Life of Christ.** A critical study of nascent Christianity documented with the Jewish and Christian writings of the first century to set in relief the personality of Christ against the background of Jewish beliefs and practices. Two credit hours.
30. **Creation and Redemption.** A rational explanation of Catholic teaching on the nature of God, the creation of the universe, the origin of life and of living species, the origin of man and his fall, the theory of evolution as an explanation of the universe. In the second half of the course are studied the Incarnation of Christ, the redemption of the human race, the fruits of Christ's life and death applied to the individual by grace. Two credit hours.
31. **Christian Origins.** Philosophical and historical foundation for the truths of Christianity; proofs of the existence of God; spirituality and immortality of the human soul; insufficiency of natural religion; the probability and signs of revelation; historical value of the Gospels. Two credit hours.
32. **The Sacraments.** The meaning, number, condition of validity, effects, and necessity of the Sacraments in general. The Sacraments in particular. Special attention is given to the understanding, appreciation of, and the manner of participating in the Holy Sacrifice of the Mass. Two credit hours.

CHRISTIAN CULTURE

All candidates for a degree must have completed four of the courses listed below.

- Ec 187. Philosophy of Communism.** Two credit hours. (Cf. page 59 for course descriptions.)
- Ec. 189. Christian Theory of Economics.** Two credit hours. (Cf. page 59 for course description.)
- En. 136. World Literature: Middle Ages.** Three credit hours. (Cf. page 65 for course description.)
- En 188. Catholic Literature.** Three credit hours. (Cf. page 66 for course description.)
- En 189. Catholic Literature.** Three credit hours. (Cf. page 67 for course description.)
- En 192. Chesterton.** Two credit hours. (Cf. page 67 for course description.)

- His 111. The Early Middle Ages, 300-1300.** Two credit hours. (Cf. page 67 for course description.)
- His 149. The Catholic Church in the United States.** Three credit hours. (Cf. page 69 for course description.)
- Pl 132. Christian and Social Ethics.** Two credit hours. (Cf. page 77 for course description.)
- So 125. Marriage.** Two credit hours. (Cf. page 81 for course description.)
- So 126. The Family.** Two credit hours. (Cf. page 81 for course description.)
- So 195. Rebuilding the Social Order.** Two credit hours. (Cf. page 82 for course description.)
- GB 111. The Great Books.** Three credit hours. (Cf. page 85 for course description.)
- GB 112. The Great Books.** Three credit hours. (Cf. page 85 for course description.)
- GB 121. The Great Books.** Three credit hours. (Cf. page 86 for course description.)
- GB 122. The Great Books.** Three credit hours. (Cf. page 86 for course description.)

Unclassified

THE GREAT BOOKS (GB)

It has become something of a tradition in the reading of the great books to avoid any conclusions—as though conclusions as such were always suspect, if not simply wrong. On the other hand, Catholics have been criticized for having all the answers but none of the questions. It will be the purpose of this course to confront students, through the books, with some of the great questions, and, as far as possible, to reach the true and necessary answers. The method will be dialectical. The underlying assumption is that the teacher's formulation of precise questions enables the student to discover the truth for himself.

- 111.** The following books are consulted in this first year series: Declaration of Independence, Apology, Crito, Thucydides, Aristophanes, Aristotle, Plutarch, St. Augustine, On Law, Machiavelli, Montaigne, Hamlet, Civil Government, Social Contract, Federalist Papers, Wealth of Nations, Communist Manifesto. Three credit hours.
- 112.** A continuation of GB 111. Three credit hours.

121. Books consulted in this second year series are: Homer, Herodotus, Aeschylus, Sophocles, Aristotle, Meno, Lucretius, Aurelius, Hobbes, Milton, Gulliver, Pascal, Rousseau, Kant, Nietzsche, Mill, Huck Finn. Three credit hours.
122. A continuation of GB 121. Three credit hours.

Short Courses

The Short Course is an educational device especially suited to the mature man and woman, who desire to have something presented to them in their leisure hours which stimulates thought, which brings information, which arouses new curiosities, which introduces them to new skills, but who are unwilling to be confined or hampered by academic credit, terms and examinations.

The Short Course usually consists of lectures and discussions over a period of six to ten weeks. Any educational method or technique may be used by the professor. The members of the class along with the professor determine whether the pace be slow or fast, penetrating or discursive.

- S1 1. Preparation for Listening.** Discussion of the various forms of symphonic music to prepare the listener for a better appreciation of the beauty and art in this medium of expression. Recordings used for demonstrations.
- S1-2. Understanding the Ballet.** An introduction to the principles of the ballet and the techniques and devices employed in this art form.
- S2-1. Law for the Layman.** Informal discussions of simple legal problems affecting business and private affairs in sales, wills, domestic relations, conveyances, mortgages, taxes, and debtor-creditor relations. The use of forms. Legal services. Retention of counsel.
- S2-2. Parliamentary Procedure.** A series of practice sessions on how to conduct a meeting effectively and with assurance. The use of Robert's *Rules of Order*.
- S2-3. What Everyone Should Know About the Income Tax.** The fundamentals of the Income Tax Law are discussed. Ordinary tax forms are completely filled out so that the average American need have no "feeling of futility" when faced with his annual tax return.
- S3-1. Literature of the Bible.** The historical, lyrical and prophetic writings of the Hebrews in translation.
- S3-2. Chesterton.** A study of the life and work of Gilbert K. Chesterton as a man of letters and as an able expositor of the Catholic Faith.
- S3-3. Understanding What You Read.** A course designed to develop skill in reading with understanding. Exemplary writings in politics,

drama, history and science are subjected to analysis based not only on general principles of reading but also on the special problems of various kinds of texts.

- S4-1. Explorations in Advertising.** A course designed to give an insight into the fascinating field of advertising. Each session is conducted by an expert in some particular phase of the advertising field. Followed by a panel discussion of each particular subject.
- S5-1. Philosophy and the Drama.** A discussion and comparison of the philosophies of life in the dramas of Sophocles, Shakespeare and in the modern dramas as exemplified in Tennessee Williams and Arthur Miller.
- S5-3. Restoring the Family Circle.** A practical course dealing with the problems of modern family life and the solutions to these important problems.
- S5-4. Understanding and Helping the Slow-Learning Child.** What is a slow-learner? Can mental retardation be prevented or "cured"? What should the slow-learner be taught? How can the slow child be helped at home? How does the slow child differ from the normal individual in behavior, learning, emotions, total personality? Answers to these and many other questions will be given and explored. Additional discussions will cover the areas of social adjustment, mental hygiene, occupational guidance, recent development and research, proper attitudes for parents and relatives.
- S5-5. Ways to Emotional Maturity.** An informal discussion of the "ways to emotional maturity" and the means that must be taken to attain and retain emotional balance in an unbalanced world.
- S5-6. Bringing Up the Children.** A series of practical talks for parents and prospective parents to help them have a happier home and prepare children for their job in life. Each talk will be followed by a discussion period.
- S6-1. Mathematics in Review.** A practical and interesting review of high school mathematics. A general survey of the fundamentals of decimals, interest, fractions, algebra and geometry.
- S6-2. Real Estate Appraising and Valuations.** A discussion of the factors involved in land, residence and apartment appraisal.
- S6-3. Real Estate Appraising and Valuations.** A discussion of the factors involved in suburban business centers, downtown and industrial property.

- S6-4. A Practical Course for Home Builders and Buyers.** A discussion of the answers to such questions: To buy? to build? to remodel? in terms of today's conditions and costs.
- S6-5. Decorating Your Home.** An informal discussion of the principles of art; principles of interior decorating; color and color schemes, floor coverings and fabrics; furniture arrangement and room composition; proper placement of pictures and objects of art.
- S6-6. General Home Maintenance and Repair.** Lectures, discussions and demonstrations on fascinating ways to dress up the home, or to make ordinary repairs in an attractive manner. Sessions conducted by experts from building, supply and maintenance fields.
- S6-7. Home Gardening.** This course involves discussions, demonstrations and lectures on proper construction and care of lawns, shrubs, flowers, trees, etc. Sessions conducted by experts from the landscape and gardening fields.
- S7-1. The Church—The Mystical Body of Christ.** A discussion of the Church as the Mystical Body of Christ; the impact this concept of the Church has on our daily lives.
- S7-2. Christianity and Freud.** The techniques commonly employed in psycho-therapy often spring from a confused idea of man, his origin and nature. A re-interpretation of these techniques in the light of the Christian faith is necessary before we can reap the real benefits which this method of cure can offer us. A discussion of the ideas herein involved will be most helpful not only to those professionally interested, but to any adult mind anxious to learn more about a technique with such a high potential for good.
- S8-1. The Human Side of Supervision.** A course in Industrial Relations in which the problems of supervision are approached from the human standpoint. Improved supervisory techniques will be stressed. The course is designed to assist supervisors or potential supervisors, Film strip presentations, self-rating measurements, visual presentations and group discussions will be utilized.
- S9-1. Contract Bridge.** Rudiments of the Goren system of Contract Bridge for beginners.



*No course in any department will
be given unless a sufficient number
of students apply.*

Jesuit Educational Association Colleges and Universities

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ALABAMA

Spring Hill College, Spring Hill

CALIFORNIA

Loyola University, Los Angeles 34
University of Santa Clara, Santa Clara
University of San Francisco, San Francisco 17

COLORADO

Regis College, Denver 11

DISTRICT OF COLUMBIA

Georgetown University, Washington 7

CONNECTICUT

Fairfield College, Fairfield

ILLINOIS

Loyola University, Chicago 26

LOUISIANA

Loyola University, New Orleans 15

MARYLAND

Loyola University, Baltimore 10

MASSACHUSETTS

Boston College, Boston 67
Holy Cross College, Worcester

MICHIGAN

University of Detroit, Detroit 21

MISSOURI

Rockhurst College, Kansas City 4
St. Louis University, St. Louis 3

NEBRASKA

The Creighton University, Omaha 2

NEW JERSEY

St. Peter's College, Jersey City 2

NEW YORK

Canisius College, Buffalo 8
Fordham University, New York 58
Le Moyne College, Syracuse 3

OHIO

John Carroll University, Cleveland 18
Xavier University, Cincinnati 7

PENNSYLVANIA

St. Joseph's College, Philadelphia 31
University of Scranton, Scranton 3

WASHINGTON

Gonzaga University, Spokane 11
Seattle College, Seattle 2

WISCONSIN

Marquette University, Milwaukee 3