

7-1932

1931-1932 Xavier University School of Commerce Evening Division Course Catalog

Xavier University, Cincinnati, OH

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XAVIER UNIVERSITY BULLETIN

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NEW SERIES, VOL. XVI

JULY, 1932

No. 3

SCHOOL OF COMMERCE

EVENING DIVISION



ANNOUNCEMENTS FOR 1932 - 1933

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102C. Accounting Practice.

Special attention is given to problems relating to sole proprietorship, co-partnership, corporation, consolidations and holding companies. The asset and liability method is carefully compared with the profit and loss method; the relation of the statement of income and profit and loss on the balance sheet is explained. Co-partnership problems. Corporation problems relating to organization, receiverships, reorganization and sale relating to different kinds of capital stock, various assets, bonds, debentures, various liabilities, depreciation of property and plant accounts, valuation of raw material, goods in different stages of production, expenses, taxes.

Monday.

Stanley A. Hittner, B.C.S., C.P.A.

103C. Cost Accounting.

The sources of cost and their analysis from the raw material through all processes of manufacture to the finished product; the units of cost and their apportionment; cost of labor, skilled or unskilled; cost of storage, management and marketing; the cost of trading as distinguished from the cost of production of the finished product; the efficient method of cost keeping and comparative estimates of various systems of cost accounting; cost in relation to individual enterprises, co-partnerships and corporations.

Monday.

Frank J. Crane, B.C.S., C.P.A.

104C. Advanced Problems in Accounting.

The course of Advanced Problems in Accounting includes treatment of the newer vehicles and methods of business transactions; the growth of the corporation as a great factor in commercial, financial and industrial enterprises, as distinguished from the establishment owned and operated by the individual; and practical substitution of the corporation for the individual business; the advantages of the corporate form and operation over the individual method; the uses of the corporate method and its liability to abuses; the trust and the combine; their uses and their abuses; the right of capital to concentrate; development of natural resources through the corporation; natural and statute law in their application to the business problems presented by modern methods of business; the law of supply and demand; statutory powers and privileges of the corporation and its consequent responsibilities to the state and the business world.

Monday.

William H. Moeller, C.P.A.

105C. Auditing.

The basic principle of an audit; how it is made; papers, books, accounts with creditors and debtors, banks and trust companies; vouchers; the auditor supreme in all departments of accounts, stock-taking, etc., from the beginning to the completion of his work; compilation of his report and its submission; absolute independence and integrity required in an auditing official, whether in State, municipal or private work; the several kinds of audits required in the newer methods of business today—banks, trust companies, corporations, fiduciary accounts, manufacturing establishments, commercial enterprises, insurance and railway companies, etc.

Monday.

Frank J. Crane, B.C.S., C.P.A.

106C. C. P. A. Review.

This course offers a review in practical accounting and is intended to assist students and others who are preparing to take the Ohio examination for Certified Public Accountant. Applicants for admission to this class should have completed the previous courses in accounting or have the necessary qualifications gained from practical accounting experience.

The course consists of lectures covering accounting theory, auditing, practical accounting, commercial law and discussions outlining the principles involved. It is based upon recent examinations by the various State Boards of Accounting and by the American Institute of Accounting.

Students will, in addition to the class exercises, be required to submit solutions to problems and questions.

Tuesday.

William H. Moeller, B.C.S., C.P.A.

ECONOMICS

101C. (a) Ethics.

A study of the fundamental principles of morality with their application to conduct in commercial and social life. Individual rights and duties; society, its nature, origin and purpose. Lectures, recitations and discussions.

Tuesday.

(b) Special Ethics.

The application of the general principles of ethics to particular individual social rights and obligations. The right to property, life, honor; rights and obligations of domestic society, marriage and divorce; civil society, its nature and forms; the rights of civil authority; Church and State; the ethics of international relations, peace and war.

Tuesday.

Terence T. Kane, S.J.

102C. Political Economy.

The principles of economics. A treatment of the subject embracing the general theory of production, distribution, exchange and consumption. Lectures, problems and discussion, developing the meaning of economic questions.

Wednesday.

John A. Gaynor, A.B., LL.B.

103C. Finance.

Money and Banking. Domestic and foreign exchange; nature and value of money; credit and the relation of money and credit to the prices and rates of interest; monometalism and bimetalism; fiat money; the currency system of the United States; the receiving teller and deposits; the paying-teller and his cash; departments of the bank—collections, discounts, collaterals, the stock, its ownership and transfers; the circulation of the bank; letters of credit; notes and drafts; national and State banks; the president, the cashier and the board of directors; the duties of each; meetings of directors; management; the clearing house; trust companies.

Wednesday.

William E. Chancellor, A.M.

104C. Credits and Collections.

Nature and laws of mercantile credit; advantages and defects of the credit system; commercial rating; checks and safeguards; collections, exemptions and limitation.

Wednesday.

Thomas Bunker, A.B.

105C. Investments.

Definition of investment; investment and speculation compared; history of modern investment; the industrial system; present conditions of investment; security; income; general survey of various classes and grades of investment; market elements; premiums and discounts, rates and bases; prices and quotations, salability. Government and State bonds; municipal and county bonds; corporation bonds; collateral bonds; income bonds, etc. Stocks, common and preferred; history of modern stock investment.

Wednesday.

Wirt D. Hord

106C. Transportation.

Transportation the keynote of commercial success or failure; the economics of transportation; the river and the railroad; ocean transportation; import and export duties; inland waterways and transportation; the improvement of the rivers and harbors, inland and seaport; passenger and freight traffic; classification, rates and charges; traffic policies; State and Federal regulations; intrastate and interstate commerce; the constitutional power of the Congress to regulate interstate commerce.

Wednesday.

W. B. Daly

107C. Economic Resources.

Raw materials; sources; transportation; treatment of natural products for market; various industries engaged in handling these materials; classification of subjects treated: food-yielding plants; plants producing textile materials, fiber, oils, gums, resins, dyes, drugs, wood. Inorganic products: minerals, building materials, fertilizers, pigments, lubricants, fibers, medical substances, acids, alkalis.

Wednesday.

William E. Chancellor, A.M.

108C. Industrial Organization.

Historical survey. The effects of the great inventions. The degradation and elevation of labor. Modern industrial tendencies; aggregation, specialization, standardization, division of mental labor. Forms of industrial ownership; individual, partnership, corporation, co-operative and governmental ownership. Planning departments; routing, despatching, time and motion studies, rest periods. Depreciation of wasting assets. Location, arrangement and construction of industrial plants. Problems of employment. Compensation of labor. Corrective influences—employees' service; factory welfare work, health conservation, sanitation, ventilation and lighting, housing, accident prevention and relief, financial betterment, industrial education and legislation, labor unions. Wednesday. William E. Chancellor, A.M.

109C. Marketing.

The essentials of buying and selling; the laws of supply and demand; advertising as a factor; the history and standards of merchandising in all its ramifications. Wednesday. William E. Chancellor, A.M.

COMMERCIAL LAW

101C. Contracts.

Elements of a contract; kinds of consideration; illegal, fraudulent and other void contracts; construction of contracts; verbal and written contracts; Statute of Frauds; how contracts may be terminated; specific performance; breach of contract; damages. Friday. Lawrence Kyte, A.B., LL.B.

102C. Corporations.

Forming a corporation; stock subscriptions; how a charter is obtained; rights and liabilities of corporation in States other than where chartered; by-laws; forms of corporate stock and rights of stockholders thereunder; common and preferred stock; acts beyond corporate powers; liabilities of stockholders and directors; rights of creditors; dissolution of corporations and how effected. Friday. Lawrence Kyte, A.B., LL.B.

103C. Agency.

The contract of agency; agency by ratification or estoppel; principals and agents; rights and duties of agents; termination of the contract of agency; what agencies may be revoked; remedies of agent and principal. Friday. Joseph Carney, LL.B.

104C. Partnership.

Articles of co-partnerships; rights and liabilities of co-partners; rights of creditors against co-partners and against the firm; special partners; silent partners; termination of co-partnerships; commercial paper of a co-partnership; accounting between co-partners; liquidation of assets. Friday. Joseph Carney, LL.B.

105C. Negotiable Instruments.

What instruments are negotiable; bills, notes, drafts and checks; acceptance of drafts, certified checks; defenses and suits brought on negotiable paper; rights and liabilities of endorsers; presentment; notice of dishonor, protest; certificates of stock; warehouse receipts, bills of lading, etc. Friday. Joseph Carney, LL.B.

106C. Bailments and Carriers.

Bailments. Mutual rights and duties of bailor and bailee; pledges; storage of goods; warehouseman; warehouse receipts, etc.

Carriers. Public and private carriers; shipments of goods; rights and duties of shipper, consignee and carrier; stoppage and loss in transit; bills of lading; State and Federal regulations, etc. Friday. Joseph Carney, LL.B.

107C. Insurance.

The fundamental nature of the contract of insurance; interests insurable and not insurable; effect of concealment of fact by the applicant for insurance; representations and warranties by the insurance company; rights of the insured under the policy; the standard fire policy and the standard life policy; development of the insurance field—accident; tornado, etc., guaranty, credit and liability insurance; bonding companies and their operations; premiums and assessments; stock, mutual and beneficial insurance companies and associations. Friday. Joseph Carney, LL.B.

108C. Sales.

The contract of sale; memoranda; immediate and future sales, time of delivery; shipment, rights and duties of consignee, consignor and carrier; stoppage and loss in transit; when the contract is closed; setting aside sales; warranties; sales by samples, by description, etc.

Friday.

John C. Thompson, A.M., LL.B.

109C. Property.

Realty; personalty; mixed; acquiring title to personalty by purchase, gift, finding and other means; estates in realty—fee simple, life, leasehold, dower, contingent interests, mortgages, deeds, conveyances, title by descent, devise, purchase and prescription, abstracts, remedies of purchaser and seller, taxation, assessments.

Friday.

Walter A. Ryan, LL.B.

110C. Bankruptcy.

Who may become bankrupt; voluntary and involuntary bankrupts; acts of bankruptcy; claims, preferences; discharges, etc. Appointment; purposes, rights and duties of receivers and creditors.

Friday.

Joseph Carney, LL.B.

SPECIAL COURSE FOR SECRETARIAL STUDENTS

A-B. Business English.

This course is planned to give the technical equipment needed by a secretary.

A thorough review of the essentials of English grammar is given, and study of the principles of rhetoric and composition of high school grade is made. This includes punctuation, sentence structure, parsing, paragraphing, etc. The principles of English composition as related to commercial enterprise are presented in detail. Correctness is the primary aim, particular attention being given to form. Practice is had in oral English, the preparation of outlines and composition of business letters.

Monday.

Florence Tebbenhoff, A.B., B.E.

C-D Stenography and Typewriting.

Shorthand.

Intensive study of shorthand with word and sentence drills. Reading and dictation of letters and articles.

Typewriting.

Instructions in the use of the typewriter and exercises for accuracy and speed. Letter writing and various forms are studied.

In connection with the courses in shorthand and typewriting, work will be presented in Office Procedure.

Monday, Wednesday and Friday.

Dictation.

This course is open to students who have a knowledge of shorthand and typewriting and is offered for the purpose of increasing efficiency.

Wednesday.

Advanced Dictation.

Dictation and transcription of practical and difficult letters, editorials, lectures, and technical matter.

Monday.

Florence C. Albers, A.B., M.C.S.

E-F Introductory Accounting. (See page 3.)

ENGLISH

101C. (a). The Making of the English Language.

The object of this course is to give to educated readers unversed in philology some notion of the causes that have produced the excellences and defects of modern English as an instrument of expression.

(b). The Past and Present of the English Language.

This study is not only closely allied to that of making of English, but is its natural corollary. Its purpose is to find an explanation for the differences between the language spoken today and that in which Chaucer, Skelton and Shakespeare wrote.

Wednesday.

James J. Young, A.M., Ph.D.

102C. Drama Construction.

This course is eminently practical, since it deals with the many problems of which the playwright must find a solution before he can hope to write a successful play. It includes a study of the psychology of theatre audiences and of the limitations imposed on dramatists by the physical aspects of the theatre, by the social sentiments of the public, and by the histrionic ability of the individual actors. Special attention will be given to the development and present-day tendencies of the modern social drama.

Friday.
James J. Young, A.M., Ph.D.

103C. English Survey.

A survey of English prose and poetry since 1750. Writers to be discussed are Burns, Blake, Wordsworth, Coleridge, Byron, Keats, Shelley, Lamb, DeQuincey, Carlyle, Arnold, Ruskin, Tennyson, Browning, and representative recent and modern ones. Literary background will be stressed.

Wednesday.
Charles F. Wheeler, A.M.

104C. Composition and American Survey.

A course offering the fundamental principles for the correct and effective writing of short themes, which will be corrected and returned. Along with this a survey of American poetry and the American short story will be made. Writers to be discussed are Emerson, Bryant, Whittier, Poe, Longfellow, Whitman, Dickinson, Lanier, Crane, Robinson, Frost, Sandburg, James, Cable, O. Henry, and Wharton.

Monday.
Charles F. Wheeler, A.M.

105C. English Essentials.

A comprehensive survey of English rhetoric and its application to commercial composition. The more advanced topics of business papers are considered. Analysis and preparation of letters of credit, collection, adjustment, sales, application, etc. Practical results are achieved by study and treatment of actual problems. Constant exercise is given in the writing of letters and reports. This course is collegiate in grade and presupposes the usual high school English courses.

Friday.
Wirt Russell, A.B., LL.B.

101C. Journalistic Writing.

This course consists in practical work in all phases of journalism. It includes newspaper organization, news reporting, lead writing, headline writing, editing copy, feature writing, editorial writing and proofreading. Special lectures will be given on libel and the ethics of journalism.

Tuesday.
James J. Young, A.M., Ph.D.

A-B. Thought in Writing.

This course covers all the essential aspects of composition. It is not a formal, analytical treatment from the viewpoint of the rhetorician, but an intimate constructive instruction in the art of writing from the viewpoint of the writer. The organic nature of composition is discussed in relation to the sentence, the paragraph and the entire theme. Practice in the revision and rewriting of themes is included.

Friday.
Florence Tebbenhoff, A.B., B.E.

A-B. Correct English I.

This course in fundamentals is designed for the needs of busy, practical people who want to master the essentials necessary for a thorough command of English. The text treats only of those important rules of grammar, rhetoric and pronunciation without an understanding of which it is impossible to know fully what constitutes "Correct English."

Friday.
Claude J. Pernin, S.J.

C-D. Correct English II.

The purpose of this class is to continue the work of the first fifteen lessons. This new series of lectures with printed instructions will solve the often expressed need for an advanced treatise continuing the course given in the first semester. It is rhetorical rather than grammatical, emphasizing force of language, power of expression and beauty of style, while not neglecting correct use of words, phraseology, sentence structure and paragraphs. This course builds on the fundamentals of Correct English I and enables the student to express himself clearly, powerfully and convincingly. An added feature at each session of the course will be the presentation of some prominent author with varied and appropriate illustrative material.

Tuesday.
Claude J. Pernin, S.J.

E-F. Correct English III.

Correct English III is a logical development of Correct English II. The lectures have been prepared with a view of provoking thought and of furnishing material that might successfully influence the student's manner of expression. It should lead to very definite training in literary psychology and stylistic principles. The selections given in each lesson are literary and journalistic, personal and critical, taken from recent books and magazines.

Monday.

Claude J. Pernin, S.J.

HISTORY

101C. Current History.

The object of this course of lectures is to take up facts of current interest and, while throwing them into their right historical, economical and ethical perspective, apply to them the rules of sound historical criticism.

Thursday.

Peter J. O'Donnell, Ph.D

ADVERTISING

101C.

This course is planned to give the student both a theoretical and practical knowledge of advertising. It embraces the history of advertising; the study of the general and specific purposes of advertising; the methods of securing data in research work; the actual preparation of copy; and a study of the mechanical features, such as layout, visualization, printing, type-faces, photo-engraving, media, merchandising, and budget.

Monday.

Robert A. Ruthman, A.B.

102C.

This course is designed to give the advanced student a comprehensive knowledge of the actual problems of advertising. It includes the planning and execution of a complete national advertising campaign; the organization of a retail store; the preparation of departmental retail advertising; and a thorough study of both national and retail marketing problems.

Friday.

Robert A. Ruthman, A.B.

MODERN BUSINESS ARITHMETIC

A-B.

This course is definitely planned for bookkeepers, salesmen, saleswomen, secretaries, business men, and clerks. It is designed to help their accuracy and speed. Problems given in the course correlate with the everyday activities of business, home, and society. The discussion in the text is arranged in four principal groups. The first group relates to the fundamental principles, the second to fractions, the third to percentage, and the fourth to interest. Each group contains two or more chapters and includes problems which make practical application of the principles discussed.

Tuesday.

Joseph Gigandet, LL.B.

COMMERCIAL ART

A-B.

Closely allied to the course in advertising is the course in drawing. It thoroughly treats elementary freehand perspective to equip the student with a working knowledge of the representation of objects. The course covers the following topics:

I. Advertising Layout

1. Deciding the optical center
2. Balancing secondary art and type
3. Perfectly visualizing the basic idea of the copy in the primary art work.

II. The Finished Art

1. Pen and ink sketches
2. Wash drawings
3. Crayon sketches
4. Scratch board
5. Combination illustrations
6. Water color
7. Oil painting

III. Choosing the proper treatment for the subject matter of the definite advertisement at hand.

Wednesday.

Myer Abel

EFFECTIVE SPEAKING

101C. Effective Speaking.

This is a practical course designed to meet the requirements of those who wish to improve their articulation, enunciation, inflection and general bearing in everyday conversation, business discussions and the making of formal speeches. The first hour is given to the lecture course in Correct English (see page 13); the second to the actual practice of the various kinds of public speaking and practice in the procedure of parliamentary practice. Friday.

SCIENCE

101C. Physics, Heat, Sound, Light.

(a) The nature of heat; Calorimetry; Vaporization and Solidification; Kinetic Theory of Gases; Transmission of heat; Thermodynamics. (b) Wave Motion; the Nature of Sound; Doppler's principle; Resonance; Consonance; Sonorous bodies to include Laws of vibrating air columns, strings and rods. (c) Nature of light; Refraction; Optical instruments; Defects of mirrors and lenses; Dispersion; Interference; Photometry, Color, Polarization. Tuesday. William Marcaccio, M.S.

102C. General Biology.

This course covers the fundamental laws, theories, and principles underlying the biological sciences. Protoplasm, the structure and function of the cell, representative plants and animals, and the principles of heredity are treated both from a biological and philosophical viewpoint. Tuesday. James C. Perry, A.M.

CHEMISTRY

101C. General Inorganic Chemistry.

This course involves the study of non-metallic and metallic elements; fundamental laws; theories and principles underlying elementary chemistry. Demonstrations will be referred to frequently. Emphasis will be placed upon practical applications of chemistry. Wednesday. J. F. Kowalewski, M.S.

COLLEGE ALGEBRA

101C.

After a brief review of the foundations, the following topics are treated: variables and limits, binomial theorem series, logarithms, determinants, and theory of equations. Prerequisite: Entrance Algebra, one and one-half units, and Plane Geometry. Monday. J. F. Kowalewski, M.S.

LOGIC

104C. Minor Logic or Dialectics.

The nature and laws of thought. Simple apprehension, judgments and propositions; reasoning. The categorical syllogism and its rules; the hypothetical syllogism. Other species of argument. Indirect reasonings, sophisms. Philosophic discussion.

Major or Critical Logic.

The nature of certainty and its elements. The fact of certainty as opposed to skepticism. The means of certainty in the senses, in the intellect, in authority and in common sense. Objective evidence as the ultimate criterion of certainty. Friday. Murtha Boylan, S.J.

PSYCHOLOGY

105C. General Psychology.

An outline of general psychology embracing the following subjects: The cerebro-spinal nervous system with its native and acquired possessions; consciousness and attention; the phenomena of sense life, the laws and kinds of sensation; the precept, the visual and tactual perception of space and time, the laws of association; appetitions, instincts, emotions. The higher aspects of psychology; the phenomena of rational life; intellectual concepts, their origin and development; reference, judgment and the reasoning processes; rational appetency, free will and determinism; the human soul, its nature, origin and destiny; the nature of and problems arising from the union of soul and body. Practical applications to social and economic problems will be made at all stages of the course. Wednesday. Murtha Boylan, S.J.

101C. Educational Psychology.

This course endeavors to apply psychological principles to the problems which confront one in dealing with school subjects. The latest contributions made by experimental psychology during the last quarter of a century will be given due consideration. Topics treated are motivation; emotion; adjustment; intelligence; instruments of measurement; sensori-motor learning and manual skill; associative learning and transfer; rational learning and the scientific method; social learning and character education; growth. Tuesday. Alphonse L. Fisher, S.J.

106C. HISTORY OF EDUCATION

This course is a survey of educational theory and practice since the beginnings of civilization. Particular attention is given to Egypt, Greece, Rome and Italy, Spain, France, Germany, Great Britain, and our own land. The great leaders are studied—Plato, Quintilian, Plutarch, Alcuin, Erasmus, da Feltre, Sturm, Ascham, Loyola, Comenius, Pestalozzi, Froebel, Spencer and Hall. The origins and the progress of elementary and secondary schooling, the rise and the spread of colleges and universities, and the development of religious and governmental institutions and of independent foundations are presented. The requirements of candidates for certificates to teach and for promotion in service are closely followed. Text book, syllabus, class and individual projects. Monday. William E. Chancellor, A.M.

103C. HISTORY OF MODERN PHILOSOPHY

This course will begin with a brief resume of the chief problems of philosophy as a groundwork for the historical study which is to follow. The Scholastic solutions of these problems will be outlined briefly, as will the influence of the Reformation, of Humanism and of the Scientific movement on the beginnings of modern schools. The main part of the first semester's work will consist of a study of the theories of Descartes, Locke, Berkeley, Hume, Rousseau and Kant, so as to show their interrelations and influence on the development of modern thought. The second semester's work will consist of a survey of the philosophies of Fichte, Schelling, Hegel, Schopenhauer, Nietzsche and Spencer, with some discussion of contemporary theories. Lectures and informal discussions. Monday. Murtha Boylan, S.J.

MODERN LANGUAGES

French

101C. Intermediate French.

Talks on the times of the author and contemporary writers. Grammar drill incidental to the text and as called for by the needs of the class. Wednesday. John F. Graber, A.M.

102C. Advanced French.

Study of the character of the period of Louis XIV. Sketches of Racine, Corneille, Bossuet, Mme. de Sevigny, and other prominent writers of the period. Wednesday. John F. Graber, A.M.

German

101C. Intermediate German.

A series of five short stories by writers of the late nineteenth and early twentieth century. Edited by Harold Bender and illustrating the modern trend in German literature. Friday. John F. Graber, A.M.

102C. Advanced German.

It seems especially fitting during the centenary of Goethe to devote the time to the study of one of his masterpieces. To those who have read Hermann und Dorothea during the spring semester, this will offer a striking contrast and deepen their appreciation of the poet. Friday. John F. Graber, A.M.

Spanish

101C. Intermediate Spanish.

Advanced grammar; idiomatic uses of the prepositions; irregular verbs requiring a preposition. Composition and conversation. Reading: Perez Galdos, Valdes, Valera, Alarcon and others. Monday. Dr. Peña, A.M.

102C. Advanced Spanish.

Reading of the works of the best Spanish authors; conversation. This course will be conducted entirely in Spanish. Monday. Dr. Peña, A.M.

PRE-LEGAL COLLEGE COURSE

The minimum requirement for admission to the Bar Examination of the State of Ohio, in addition to high school work, is sixty semester hours of College work with the qualification of entering Junior class in the College of Arts of an approved university.

The School of Commerce offers a schedule which enables the student to meet this requirement in three years at night.

In general, preparatory courses for law students should include English, Latin or a modern language, History, especially the constitutional history of the United States and of England, Logic, Ethics, Psychology, Mathematics and Social studies.

The particular program approved by the Law Department of Xavier University is this:

	Credit Hrs.		Credit Hrs.
English.....	12	Economics.....	3
History (English).....	6	Expression.....	2
Latin.....	11	History (American).....	6
Political Science.....	10	Philosophy.....	6
Sociology.....	6		

Electives: Economics, Education, History, Political Science, Psychology, Science, Sociology, a second modern language.

For students who have advanced standing or are transferring from other departments to the law preparatory course, work in Economics, English, Literature, Logic and Psychology is recommended.

For further information address

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School of Commerce
EVENING DIVISION
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