8-1948

1948-1949 Xavier University Liberal Arts, Commerce and Finance Evening Division Course Catalog

Xavier University, Cincinnati, OH

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EVENING DIVISION

LIBERAL ARTS

COMMERCE AND FINANCE

1948-1949

All Courses Open to Men and Women

DOWNTOWN COLLEGE
520 SYCAMORE STREET
Parkway 6313
XAVIER UNIVERSITY
BULLETIN

ANNOUNCEMENT OF THE
EVENING DIVISION
LIBERAL ARTS
COMMERCE AND FINANCE

1948-1949
DOWNTOWN COLLEGE
520 SYCAMORE STREET
CINCINNATI 2, OHIO
<table>
<thead>
<tr>
<th><strong>MONDAY</strong> (6:40-8:20)</th>
<th><strong>TUESDAY</strong> (6:40-8:20)</th>
<th><strong>WEDNESDAY</strong> (6:40-8:20)</th>
<th><strong>THURSDAY</strong> (6:40-8:20)</th>
<th><strong>FRIDAY</strong> (6:40-8:20)</th>
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</thead>
<tbody>
<tr>
<td><em>Principles of Acting Technique</em></td>
<td><em>Principles of Salesmanship</em></td>
<td><em>Correct English</em></td>
<td><em>American Econ. Hist.</em></td>
<td><em>Advanced Advertising</em></td>
</tr>
<tr>
<td><em>Introduction to Accounting</em> (Ac 50) A</td>
<td><em>Business Law and Contracts</em></td>
<td><em>Publicity</em></td>
<td><em>Prin. of Advertising</em></td>
<td><em>Intro. Sociology</em></td>
</tr>
<tr>
<td><em>Advanced Accounting</em></td>
<td><em>Business English</em></td>
<td><em>Marriage</em></td>
<td><em>Business English</em></td>
<td><em>Building the Social Order</em></td>
</tr>
<tr>
<td><em>Logical Thinking</em></td>
<td><em>Logic</em></td>
<td><em>The Family</em></td>
<td><em>Math. of Finance</em></td>
<td><em>Career Counseling</em></td>
</tr>
<tr>
<td><em>Business Psychology</em></td>
<td><em>Typewriting</em></td>
<td><em>Advanced Speech</em></td>
<td><em>Logic</em></td>
<td><em>American Political Science</em></td>
</tr>
<tr>
<td><em>Money and Banking</em></td>
<td><em>Statistics</em></td>
<td><em>Intermediate Accounting</em></td>
<td><em>Creation and Redemption</em></td>
<td><em>Business Law</em></td>
</tr>
<tr>
<td><em>Algebra</em></td>
<td><em>Trigonometry</em></td>
<td><em>Cost Accounting</em></td>
<td><em>The Sacraments</em></td>
<td><em>Business English</em></td>
</tr>
<tr>
<td><em>Calculus</em></td>
<td><em>Analytic Geometry</em></td>
<td><em>Rates and Tariffs</em></td>
<td><em>Marriage</em></td>
<td><em>Advanced Spanish</em></td>
</tr>
<tr>
<td><em>Calculus</em></td>
<td><em>Analytic Geometry</em></td>
<td><em>Sales Management</em></td>
<td><em>Typewriting</em></td>
<td><em>Advanced German</em></td>
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<tr>
<td><em>Calculus</em></td>
<td><em>Analytic Geometry</em></td>
<td><em>Rhetoric and Composition</em></td>
<td><em>Dictation</em></td>
<td><em>Advanced Psychology</em></td>
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<tr>
<td><em>Calculus</em></td>
<td><em>Analytic Geometry</em></td>
<td><em>Modern Drama</em></td>
<td><em>Beginners' Secretarial</em></td>
<td><em>Philosophy of Man</em></td>
</tr>
<tr>
<td><em>Calculus</em></td>
<td><em>Analytic Geometry</em></td>
<td><em>American Political Parties</em></td>
<td><em>Introductory Accounting</em> (Ac 51) C</td>
<td><em>Introductory Accounting</em> (Ac 51) D</td>
</tr>
</tbody>
</table>

*Courses offered (or continued) in the second semester.*
Faculty

CELESTIN J. STEINER, S.J., A.M. ........................................ President
PAUL L. O'CONNOR, S.J., A.M. .......................... Dean of the Downtown College
ESTHER T. SPAETH .......................................................... Secretary
CARL J. ACKERMAN .......................................................... Economics
FLORENCE C. ALBERS, A.M., M.S.C. .... Dean of Women, Secretarial Practice
MURTHA J. BOYLAN, S.J., PH.D. .................. Psychology
FRANK X. BREARTON, A.B., LL.B. ................. English and Psychology
PAUL L. BURKHART, B.S.C. .................. Accounting
JOHN H. BUSSE ..... Accounting
WILLIAM A. CASTELLINI, PH.B. .................. Psychology
MARIE M. CHILDRESS, A.M. .................. Psychology
LAWRENCE H. DAPPER, B.S.ED. ................. French
J. CLIFFORD DILLHUNT, LITT.B. .......... Philosophy
JOSEPH H. EVERS MAN, C.P.A. .......... Accounting
LOUIS A. Feldhaus, A.M. .................. English
JOHN FINUCAN, C.P.A. .......................... Accounting
LEONARD C. GARTNER, A.B., LL.B. ...... English and Speech
JAMES P. GLENN, A.B. .................. English
JOHN H. GROLLIG, S.J., A.M. .......... German
PAUL W. HARKINS, PH.D. .................. Philosophy and Psychology
WILLIAM P. Hetherington, S.J., PH.D. .......... Philosophy
FRANCISCO M. INSERNI, A.M. .. Spanish
FLOYD A. KEELING, LL.D. .................. Economics
PHILIP J. KENNEDY, A.B., LL.B. .......... Economics
JERRY G. KIMBROUGH, C.P.A. .......... Accounting
E. LEO KOESTER, PH.B. .................. Journalism
JOSEPH F. LINKE, JR., CAND.PH.D. ...... Economics
FRANK J. LONGANO, LL.B. .................. Economics
ROBERT A. MAGGINI, PH.B., LL.B. .......... Speech
JOHN I. MALONE, S.J., A.M., M.S. .......... Biology and Sociology
WILLIAM MARCACCO, M.S. ................. Mathematics
JOHN G. MAUPIN, B.S.ED., A.M. .......... Economics and Speech
LEO H. MEIROSE, A.B. .................. Spanish
EDWARD J. MURRAY, M.B.A. ............. Economics
F. ALLAN NOLAN, A.B. .................. English

Evening Division Calendar

1948

First Semester

AUGUST 16 ........................................ Registration for the first semester.
SEPTEMBER 20 ................................ Instruction begins.
OCTOBER 15 ................................ Subjects for Seniors' theses approved.
NOVEMBER 1 ................................ All Saints Day. Holiday.
NOVEMBER 15 ................................ Mid-semester examinations begin.
NOVEMBER 25, 26 .......................... Thanksgiving holidays.
DECEMBER 18 ................................ Christmas recess begins.

1949

JANUARY 3 ................................ Classes resume.
JANUARY 24 ................................ Semester examinations begin.
JANUARY 28 ................................ End of first semester.

Second Semester

FEBRUARY 3 ................................ Instruction begins.
MARCH 21 ................................ Mid-semester examinations begin.
APRIL 14-18 ................................ Easter recess.
MAY 23 ................................ Semester examinations begin.
MAY 27 ................................ End of second semester.
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 decade 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 educational 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.

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 American Association of Collegiate Registrars
- The American Catholic Historical Society of Philadelphia
- The American Catholic Philosophical 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 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 Division. The Evening Division 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 prelegal 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 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 Division:

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 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 Philosophy 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.

Prizes. The Kappa Sigma Mu Scholarship Award (First Prize) 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) 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 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 Philosophy Award. In honor of William T. Burns, LL.D., Professor Emeritus, a prize is presented to the student of the Evening College meriting the highest distinction in research work in the Department of Philosophy.

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 Boosters Club. Students who have completed two semesters of work at the Evening College are eligible for membership in this active 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 members. Many of the activities are for the benefit of the student-body at large; others are restricted to the membership.

The First Year Club. Any student who is in his first or second semester of attendance at the Evening College is eligible for membership in this group. The purpose of the club is to help the beginning student become acquainted with his fellow-students by giving him opportunities for active participation in the social affairs of the school. This is an organized group with a planned program under the sponsorship of the Boosters Club.

Kappa Sigma Mu. Composed of present and former students, Kappa Sigma Mu is a student as well as an alumni 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. Membership is by invitation only. The purpose of the organization is to strengthen and perpetuate college friendships among students of the Evening Division.

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.

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 Philosophy 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.

Placement Bureau. The Evening Division of Xavier University conducts an active Placement Bureau for the benefit of students. Business houses in Greater Cincinnati constantly turn to this Bureau for prospective employees. The Bureau receives requests to recommend men and women for a variety of positions in accounting, sales, office, banking, and many other types of work. Through this service large numbers of students have been placed in excellent positions. Present students who wish to avail themselves of the contacts and facilities of the Placement Bureau register their names and qualifications. As soon as an appropriate employment opportunity develops, the Bureau arranges an interview between employer and applicant. The Bureau is operated without cost to student or employer.
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.

In presenting the fifteen units for admission an applicant may offer either nine units distributed as follows:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Units</th>
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<tbody>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Language</td>
<td>2</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Algebra</td>
<td>1</td>
</tr>
<tr>
<td>Plane Geometry</td>
<td>1</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
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</tbody>
</table>

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 univer-
sities 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.

Registration. Fixed dates in each semester are reserved for registration and are to be found in the academic calendar on page 6 of this catalog.

College Year. The college year usually begins the last 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 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  
B—Above average  
C—Average  
D—Inferior (but passing)  
F—Failure  
W—Withdrawed  
X—Absent from examination  
I—Grade withheld pending fulfillment of assignments  
WF—Withdrawed failing  
WP—Withdrawed passing

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  
B—Three points per credit hour  
C—Two 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.

Attendance.

1. Attendance and preparation are required at all classroom exercises as primary conditions for merit academic credit.
2. Three absences in any one course automatically disqualify the student from receiving credit for the course.
3. Absences caused by serious illness may be excused, wholly or in part, by the Dean.
4. 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 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.
3. Auditors are not obliged to take examinations.
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, Sophomore, 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, Economics, English, History, Latin, Mathematics, Modern Languages, Philosophy, Psychology, Religion, and Sociology.

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

- **Languages**
  - English and Speech
  - Latin
  - Modern Languages:
    - French
    - German
    - Spanish

- **Social Sciences**
  - Economics
  - History
  - Sociology
  - Business Sciences:
    - Accounting
    - Economics

- **Philosophy-Religion**
  - Philosophy
  - Psychology
  - Religion
  - Natural Sciences
    - Biology
    - Mathematics

Lower Division Objectives. Before admission to upper division classification, a student shall have completed a minimum of sixty hours with a C average. Excess quality points earned in the first three years may not be applied to remove a quality point deficiency in the last three years. Moreover, the student shall have attained:

1. A mastery of English expression, both written and oral, and an adequate acquaintance with the masterpieces or types of English literature.
2. A religious knowledge and religious orientation adequate for personal and apostolic Catholic living.
3. An acquaintance with scientific and mathematical thinking.
4. An acquaintance with the history and principles of social institutions.

Upper Division Objectives. After the completion of his lower division work, to obtain the upper division objectives, a student is required to carry a minimum of sixty credit hours with a C average. No credit will be granted toward a degree for more than forty hours in any one department. The content of upper division courses is suited to the mature student. As a consequence, the student’s approach and methods of study shall be such as to display in all fields self-activity and sanely independent work and thought, and in the field of concentration a penetration and organization which will obtain for the student an undergraduate but thorough grasp of the field.

Field of Concentration. At the close of his Pre-Junior year and with the approval of the adviser, the candidate for a degree will select a field of study in which he will complete approximately half of his upper division courses, i.e., from 30 to 40 credit hours. The field of concentration is so organized under the direction of the student’s adviser that about two-thirds of these credit hours (not fewer than eighteen) are in the upper division courses of some one department.

The remaining courses of the field of concentration are in the nature of supporting courses, that is, directly or indirectly contributing to the scope and breadth of the field, and may be taken in one or more departments. The purpose of the field of concentration is to give the student a comprehensive grasp of some field of knowledge, to grant a wider scope to his particular interests and talents, and to lay an adequate undergraduate foundation for graduate or professional study. The student will come under the scholastic supervision of the director of the department in which the concentration emphasis or major is placed.

Major. The term major is used to signify the particular emphasis in a field of concentration, and is understood to embrace those upper division courses which constitute the student’s principal study and which are found in one department. The minimum quantity of work required for a concentration major in any department is eighteen credit hours of upper division courses, approved by the director of the department and completed with an average of C. The concentration major will suppose the completion of at least six credit hours (C average) of lower division work in the department in which the student is concentrating. In the Department of Modern Languages this six credit hour requirement, however, is not satisfied by beginning courses or their equivalent.

Minors. The minors are two groups of courses: one called the first or related minor; the other, the second or unrelated minor. The related minor requires not fewer than eighteen credit hours (ordinarily twelve hours of upper division work) of work in a department which is in the same curricular division with the department from which the student has selected his major.
The unrelated minor is also a sequence of courses to the amount of at least eighteen credit hours (ordinarily twelve hours of upper division work). The unrelated minor, however, is ordinarily selected from a department which is not in the same curricular division as the major.

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 Philosophy; and Bachelor of Business Administration.

**GRADUATION REQUIREMENTS**

**For the Certificates**

**General**

In addition to the requisites of a particular Certificate Program listed below, 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 credit hours, is not fewer than fifty-six, and in which the quality of academic work, measured in quality points has a minimum value of one hundred and twelve, or an average of C in the subjects taken.

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

**Specific**

**Certificate in Accounting.**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hrs.</th>
<th>Subject</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>24</td>
<td>Logic</td>
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<td>Business Law</td>
<td>4</td>
<td>Mathematics</td>
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<td>Economics</td>
<td>7</td>
<td>Sociology or Religion</td>
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<tr>
<td>English</td>
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<td>Taxation</td>
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**Certificate in General Business.**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hrs.</th>
<th>Subject</th>
<th>Hrs.</th>
</tr>
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<tbody>
<tr>
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<td>6</td>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Business Law</td>
<td>4</td>
<td>Logic</td>
<td>4</td>
</tr>
<tr>
<td>Business Psychology</td>
<td>4</td>
<td>Mathematics</td>
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<tr>
<td>Economics</td>
<td>26</td>
<td>Sociology or Religion</td>
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**Certificate in Labor Relations.**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hrs.</th>
<th>Subject</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping</td>
<td>3</td>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Law</td>
<td>6</td>
<td>Logic</td>
<td>4</td>
</tr>
<tr>
<td>Economics</td>
<td>8</td>
<td>Sociology or Religion</td>
<td>4</td>
</tr>
<tr>
<td>Economics of Labor</td>
<td>24</td>
<td>Statistics</td>
<td>3</td>
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**Certificate in Marketing.**

<table>
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<tr>
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<th>Subject</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>4</td>
<td>Logic</td>
<td>4</td>
</tr>
<tr>
<td>Business Law</td>
<td>4</td>
<td>Marketing</td>
<td>12</td>
</tr>
<tr>
<td>Economics</td>
<td>8</td>
<td>Salesmanship</td>
<td>10</td>
</tr>
<tr>
<td>Economic Geography</td>
<td>3</td>
<td>Sociology or Religion</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>Statistics</td>
<td>3</td>
</tr>
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**Certificate in Traffic Management.**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hrs.</th>
<th>Subject</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Psychology</td>
<td>3</td>
<td>Logic</td>
<td>4</td>
</tr>
<tr>
<td>Economics</td>
<td>4</td>
<td>Marketing</td>
<td>6</td>
</tr>
<tr>
<td>Economic Geography</td>
<td>3</td>
<td>Sociology or Religion</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Law</td>
<td>8</td>
<td>Transportation</td>
<td>19</td>
</tr>
</tbody>
</table>

**Certificate in Secretarial Practice.**

Since College credit is not attached to many of the courses in this program, it will suffice if the candidate for this certificate fulfills the following requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hrs.</th>
<th>Subject</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping</td>
<td>3</td>
<td>Office Procedure</td>
<td>2</td>
</tr>
<tr>
<td>Dictation and Transcription</td>
<td>8</td>
<td>Sociology or Religion</td>
<td>8</td>
</tr>
<tr>
<td>English</td>
<td>8</td>
<td>Speech</td>
<td>4</td>
</tr>
<tr>
<td>Logic</td>
<td>4</td>
<td>Electives</td>
<td>19</td>
</tr>
</tbody>
</table>

**For the Degrees**

**General**

In addition to the prerequisites of a particular program, the candidate for a Bachelor's Degree 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 credit hours, is not fewer than one hundred and twenty, and in which the quality
specific

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 as follows:

Subject | Hrs. |
--- | --- |
Major Subject | 24 |
Related Minor | 18 |
Unrelated Minor | 18 |
Christian Culture | 8 |
English | 12 |
History | 12 |
Latin | 12 |

Bachelor of Business Administration. The degree of Bachelor of 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 | Hrs. |
--- | --- |
Major Subject | 24 |
Related Minor | 18 |
Unrelated Minor | 18 |
Accounting | 6 |
Business Law | 4 |
Christian Culture | 8 |
Economics | 6 |

Graduation Honors. Honors are awarded to both Certificate and Degree graduates on the basis of outstanding attainments. As proof that he has attained the intellectual excellence which is prerequisite for a Cum Laude honor award the student must have earned a quality-point average of at least 3.25.

To be eligible for an honor award the quality-point average must have been earned by the Certificate graduate for his last twenty-six credit hours, and by the Degree graduate for his last sixty credit hours in the University.

A student who has earned a quality-point average of 3.75 for these hours may be graduated Summa Cum Laude; one who has earned 3.5, Magna Cum Laude; one who has earned 3.25, Cum Laude.

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.
## Outline of Curricula

### Certificate in Accounting

#### First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Accounting</td>
<td>3</td>
<td>Introductory Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Logic</td>
<td>2</td>
<td>Logic</td>
<td>2</td>
</tr>
<tr>
<td>Business English</td>
<td>2</td>
<td>Business English</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Second Year

| Intermediate Accounting | 3 | Intermediate Accounting | 3 |
| Principles of Economics | 2 | Principles of Economics | 2 |
| Mathematics of Finance | 2 | Mathematics of Finance | 2 |

#### Third Year

| Cost Accounting | 3 | Cost Accounting | 3 |
| Sociology or Religion | 2 | Sociology or Religion | 2 |
| Business Law | 2 | Business Law | 2 |

#### Fourth Year

| Advanced Accounting Problems or Auditing | 3 | Advanced Accounting Problems or Auditing | 3 |
| Money and Banking | 3 | Taxation | 3 |

### Certificate in Labor Relations

#### First Year

| Principles of Labor Relations | 3 | Collective Bargaining, Mediation and Arbitration | 3 |
| Logic | 2 | Logic | 2 |
| Principles of Economics | 2 | Principles of Economics | 2 |

#### Second Year

| Personnel Management | 3 | Industrial Relations | 3 |
| Business English | 2 | Business English | 2 |
| Economic History | 2 | Economic History | 2 |

#### Third Year

| Economics and Problems of Labor | 3 | Economics and Problems of Labor | 3 |
| Sociology or Religion | 2 | Sociology or Religion | 2 |
| Business Law | 2 | Business Law | 2 |

#### Fourth Year

| Bookkeeping | 3 | Statistics | 3 |
| Labor Law | 2 | History of Labor Movement | 2 |
| History of Labor Movement | 2 | Elective | 2 |

### Certificate in General Business

#### First Year

| Introductory Accounting | 3 | Introductory Accounting | 3 |
| Logic | 2 | Logic | 2 |
| Business English | 2 | Business English | 2 |

#### Second Year

| Personnel Management | 3 | Industrial Relations | 3 |
| Principles of Economics | 2 | Principles of Economics | 2 |
| Business Law | 2 | Business Law | 2 |

### Certificate in Marketing

#### First Year

| Principles of Marketing | 3 | Problems of Marketing | 3 |
| Logic | 2 | Logic | 2 |
| Principles of Economics | 2 | Principles of Economics | 2 |
## Certificate in Secretarial Practice

(Prerequisite—one year of typing and shorthand.)

<table>
<thead>
<tr>
<th>First Year</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
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<td>Dictation and Transcription</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>3</td>
<td>Elective</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
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<tr>
<td>Business English</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dictation and Transcription</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Procedure</td>
<td>1</td>
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<tr>
<td>Third Year</td>
<td></td>
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<tr>
<td>Speech</td>
<td>2</td>
<td>Sociology or Religion</td>
<td>2</td>
</tr>
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<td>Elective</td>
<td>3</td>
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<td>Fourth Year</td>
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<td>Electives</td>
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<tr>
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---

## Pre-Legal Course

(Four years—90 credits—four nights a week)

<table>
<thead>
<tr>
<th>First Year</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rhetoric and Composition</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductory Accounting</td>
<td>3</td>
<td>Introductory Accounting</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
<td>Philosophy of Man</td>
<td>3</td>
</tr>
<tr>
<td>Logic</td>
<td>2</td>
<td>Logic</td>
<td>2</td>
</tr>
<tr>
<td>Speech</td>
<td>2</td>
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<td>2</td>
</tr>
<tr>
<td>Second Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of Europe</td>
<td>3</td>
<td>History of Europe</td>
<td>3</td>
</tr>
<tr>
<td>Latin or Modern Language</td>
<td>3</td>
<td>Latin or Modern Language</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Accounting</td>
<td>3</td>
<td>Intermediate Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2</td>
<td>Mathematics of Finance</td>
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</table>
### Third Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
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<th>Hrs.</th>
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<tbody>
<tr>
<td>Philosophy of Nature</td>
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<tr>
<td>Latin or Modern Language</td>
<td>3</td>
<td>Latin or Modern Language</td>
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<tr>
<td>Principles of Economics</td>
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<td>Principles of Economics</td>
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<tr>
<td>Taxation</td>
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**Fourth Year**

<table>
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<td>Ethics</td>
<td>3</td>
<td>Ethics</td>
<td>3</td>
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<tr>
<td>Advanced Psychology</td>
<td>2</td>
<td>Advanced Psychology</td>
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<tr>
<td>Labor Relations</td>
<td>3</td>
<td>Collective Bargaining, etc.</td>
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<tr>
<td>Advanced English</td>
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**Pre-Legal Course**

(Three years—60 credits—three nights a week)

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<tr>
<td>Rhetoric and Composition</td>
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<td>Rhetoric and Composition</td>
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<tr>
<td>Introductory Accounting</td>
<td>3</td>
<td>Introductory Accounting</td>
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<tr>
<td>Logic</td>
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<td>Logic</td>
<td>2</td>
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<tr>
<td>Speech</td>
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**Second Year**

<table>
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<tbody>
<tr>
<td>General Psychology</td>
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<tr>
<td>History of Europe</td>
<td>3</td>
<td>History of Europe</td>
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<tr>
<td>Principles of Economics</td>
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<td>Principles of Economics</td>
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<tr>
<td>Mathematics</td>
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**Third Year**

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<tbody>
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<td>Ethics</td>
<td>3</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Psychology</td>
<td>2</td>
<td>Social Reconstruction</td>
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<tr>
<td>Cosmology</td>
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<tr>
<td>English</td>
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**Bachelor of Arts**

**First Year**

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<td>Rhetoric and Composition</td>
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<td>Rhetoric and Composition</td>
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<td>Mathematics or Science</td>
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<td>Mathematics or Science</td>
<td>3</td>
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<tr>
<td>Year</td>
<td>Semester</td>
<td>Courses</td>
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<tr>
<td><strong>Second Year</strong></td>
<td><strong>First Semester</strong></td>
<td>Intermediate Accounting</td>
<td>3</td>
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<td></td>
<td></td>
<td>Principles of Economics</td>
<td>2</td>
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<td>Christian Origins</td>
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<td></td>
<td></td>
<td>History of Europe</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Second Semester</strong></td>
<td>Intermediate Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Principles of Economics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Church</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>History of Europe</td>
<td>3</td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td>Cost Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Speech</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>Creation and Redemption</td>
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<td></td>
<td>Money and Banking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Year</strong></td>
<td>English</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced Accounting Problems</td>
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<td></td>
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<td></td>
<td>General Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced Economic Theory</td>
<td>3</td>
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<td><strong>Fifth Year</strong></td>
<td>Auditing</td>
<td>3</td>
<td></td>
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<td></td>
<td>Marriage</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>Metaphysics</td>
<td>3</td>
<td></td>
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<td></td>
<td>Business Law</td>
<td>2</td>
<td></td>
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<td><strong>Sixth Year</strong></td>
<td>Taxation</td>
<td>3</td>
<td></td>
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<td>Christian Culture</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Principles of Ethics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cosmology</td>
<td>2</td>
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<tr>
<td><strong>Bachelor of Business Administration</strong></td>
<td><strong>(Major in Economics—Minor in Accounting)</strong></td>
<td><strong>First Year</strong></td>
<td><strong>Introducory Accounting</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Rhetoric and Composition</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Mathematics</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Logic</strong></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Bachelor of Philosophy</strong></td>
<td><strong>First Year</strong></td>
<td><strong>Rhetoric and Composition</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Modern Language</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Algebra</strong></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
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. Courses given in the first semester are usually designated by an odd number; second semester courses by an even number.

Accounting

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. Offered each semester. No credit.

Monday, 6:40-9:15. 

Mr. Burkhart

50. Introductory Accounting. Designed for those students who are not acquainted with bookkeeping theory or practice. Content of course will be the same as Accounting 51, but will be taken more
the students in research and extra-curricular study in Accounting and related subjects. Prerequisite: Accounting 151. First semester course. Three credit hours. Two sections.

Wednesday or Friday, 6:40 to 9:15.

Mr. Eversmann

Mr. Wessendarp

Mr. Voet

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. First semester course. Three credit hours.

Monday, 6:40 to 9:15.

Mr. Eversmann


Monday, 6:40 to 9:15.

Mr. Eversmann

155. Industrial 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: Accounting 151 and 152. First semester course. Second semester course. Three credit hours.

Monday, 6:40 to 9:15.

Mr. G. Selzer

156. Industrial Accounting. A continuation of Accounting 155. Advanced and specialized phases of costs, standard costs, distribution costs, and reports; process costs, joint and by-products; standards costs, and supporting standard cost set. Numerous chapter problems and questions. Prerequisite: Accounting 155. Second semester course. Three credit hours.

Monday, 6:40 to 9:15.

Mr. G. Selzer

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. First semester course. Three credit hours.

Friday, 6:40 to 9:15.

Mr. L. Selzer
158. Taxation. A continuation of Accounting 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. Second semester course. Three credit hours. Friday, 6:40 to 9:15. Mr. L. Selzer

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. First semester course. Three credit hours. Friday, 6:40 to 9:15. Mr. Kimbrough

Advertising

Advertising has firmly established itself as a powerful selling influence. Its virtue as a selling force depends not only upon technique but also upon its wise application to a thing of merit and worth. Quite obviously advertising cannot endow commodities with intrinsic qualities. It can, however, enhance an article of true value, and it does facilitate selling. Through the use of intelligent and pleasing appeals advertising tends to stimulate demands for products, lower sales resistance, secure good will for products, services and industries.

No buyer can wholly escape the ever-present appeal of advertising. No business man can fail to realize the sound services it renders in the field of distribution. Substantial success in modern business is scarcely conceivable without a clear understanding of the general principles and specific practices of advertising.

The courses in this department will deal with the economic importance of advertising, will endeavor to explain the services which it performs in the post-war period, and will lay special emphasis on the soundest and most improved methods of advertising technique.

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 (magazines, newspaper, mail, outdoor and radio), it enables the student to understand the services which it performs in the process of influencing the buying public. First semester course. Two credit hours. Thursday, 6:40 to 8:20. Mr. Volck

142. Principles of Advertising. A continuation of Economics 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. Second semester course. Two credit hours. Thursday, 6:40 to 8:20. Mr. Volck

143. Advanced Advertising: Copywriting. This course provides instruction and training in writing effective copy of specific types of advertising media. The principles of copy policy, synthesis, and construction are thoroughly discussed. The evolution of copy, and its relationship to illustration, headline, layout, and media is made clear. Theory is applied by actual writing of the different kinds of copy. Topics of study are based upon modern trends and practices in present-day advertising. Prerequisite: Principles of Advertising. First semester course. Two credit hours. Monday, 6:40 to 8:20. Mr. Maupin
Biology

The courses which are offered in Biology emphasize classification and experimentation, together with the knowledge of the development of the science and an appreciation of its content and methods.

1-2. Human Biology and Physiology. An introductory lecture and demonstration course in the fundamental principles underlying the activities of the human body. The course purposes to help the student understand the simple vital activities that are carried on in the living human body. The functions of the different systems, together with their inter-relationship, are discussed. High school biology not a prerequisite. Two semester course. Six credit hours.

Monday, 6:40 to 9:15. Fr. Malone

Economics

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 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.

31-32 Economic History of the United States. The economic results of territorial expansion, growth of wealth and population, and other historic factors are surveyed for the purpose of understanding sectional interests, and the development of economic theories and institutions in the United States. Two semester course. Four credit hours. Two sections.

Thursday, 6:40 to 8:20 and 8:25 to 10:10. Mr. Paone

33. 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. First semester course. Two credit hours.

Tuesday, 8:25 to 10:10. Mr. Link

34. 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; and the problems created by reconversion of American business from war to peacetime production. Other items covered in this advanced 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: Economics 33. Second semester course. Two credit hours.

Tuesday, 8:25 to 10:10. Mr. Link

Upper Division Courses

103-104. Problems and Economics of Labor. Six credit hours. (1949-1950.)

105-106. Principles of Labor Relations; Collective Bargaining, Mediation, and Arbitration. Labor organization; collective bargaining; labor movements; government and labor; employee and employer attitudes; types of labor problems; the Papal encyclicals. Two semester course. Six credit hours.

Monday, 6:40 to 9:15. Mr. Kennedy

107. 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. (1949-1950.)

109-110. Transportation; Traffic Management. The economics of transportation; its influence on commercial and industrial development. Shipper and carrier relations. Theory of rates, rate making, discrimination, liability and other phases of common carrier operation. Government regulations of rates, accounting, finance, etc. Two semester course. Six credit hours.

Monday, 6:40 to 9:15. Mr. Keeling
111-112. Rates and Tariff I. A basic course in the fundamentals of the present day freight rate structure. Primary study of the Classification. Interpretation and application of Railway, Highway, Waterway and Airway tariffs with practical problems. Especially suited to beginners or those with limited freight rate knowledge. Two semester course. Six credit hours.

Wednesday, 6:40 to 9:15. Mr. Ackerman

113-114. Rates and Tariff II. This course is open to students who have completed Rates and Tariff I or equivalent. Advanced study of Classification and tariff rules. Rules and regulations of the Interstate Commerce Commission for the compilation and interpretation of tariffs. Problems similar to those confronting the Traffic Manager. Two semester course. Six credit hours. (1949-1950.)

115. 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. First semester course. Three credit hours.

Wednesday, 6:40 to 9:15. Mr. Link

122. Current American Economic Problems. All problems of current interest in America today in the field of Economics will be discussed and debated. The following topics will be given special attention: The Taft-Hartley Bill and American capital and labor; the national budget, its income and expenditures; the housing problem; the Marshall Plan and America's investment abroad; Capitalism versus Communism; American standards of living versus those of Europe and Asia; Consumers and Producers cooperatives; government ownership of all public utilities; the economic implications of the encyclicals. Second semester course. Three credit hours.

Wednesday, 6:40 to 9:15. Mr. Link

123. Statistics. A study of the manner of presentation of specific and general business reports for the purpose of graphically determining their economic significance. Second semester course. Three credit hours.

Wednesday, 6:40 to 9:15. Mr. O'Leary

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. First semester course. Three credit hours.

Monday, 6:40 to 9:15. Mr. Murray

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. Second semester course. Three credit hours.

Monday, 6:40 to 9:15. Mr. Murray

137. Industrial Purchasing. This course covers the fundamentals of procurement for industry. Beginning with the significance and nature of the purchasing function, it takes the student through the organization of the purchasing department, methods of procedure, fundamentals of quality and quantity control, sources of supply, price policy, budgets, and the legal aspects of the purchasing function. While it is designed as a lecture course, and includes assignments and examinations, ample time for discussion is provided and the student is encouraged to present individual problems to the class. First semester course. Three credit hours. (1946-1947.)

139. Purchasing Problems. Continuation of Economics 131. Second semester course. Three credit hours. (Offered 1946-1947.)

141. Principles of Advertising. (Cf. page 39 for course description.)

142. Principles of Advertising. (Cf. page 39 for course description.)

143. Advanced Advertising: Copywriting. (Cf. page 39 for course description.)

144. Advanced Advertising. (Cf. page 39 for course description.)

145. Principles of Salesmanship. (Cf. page 62 for course description.)

146. Principles of Salesmanship. (Cf. page 62 for course description.)

147. Sales Management. (Cf. page 63 for course description.)

148. Sales Management. (Cf. page 63 for course description.)
151. **Money and Banking.** The present money and banking system and how it works. The theory and history of money, credit and commercial banking. *First semester course.* Three credit hours. (1948-1949.)

161-162. **Business Law and Contracts; Agency.** 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. Practical problems involving real estate transactions, current court cases, agency relationships and contractual problems are discussed in detail. Pertinent questions by students involving personal legal problems form part of each class period. *Two semester course.* Four credit hours. Two sections.

Tuesday, 6:40 to 8:20 and 8:25 to 10:10.

Mr. Settelmayer
Mr. Longano

171. **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. *First semester course.* Three credit hours. (1948-1949.)

195. **Social Reconstruction.** Rebuilding the social order; the Catholic social movement; the Papal social program; ineffective remedies; state and social reconstruction; practical programs of action. Given as Sociology 150. *Second semester course.* Two credit hours.

Tuesday, 6:40 to 8:20.

Dr. Schwartz

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**English**

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—stipulates 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. **Correct English.** This course is designed to provide a thorough review of the principles which govern grammatical structure. Emphasis is placed on a right relationship of words, phrases and clauses within the sentence. Drills in pronunciation, and exercises for the development of vocabulary are distinctive features of the course. Persons with difficulties in sentence structure or vocabulary will find this course especially suited to their needs. *First semester course.* No credit.

Wednesday, 6:40 to 8:20.

Mr. Glenn

2. **Correct English.** A continuation of English 1. Synonyms; homonyms; prefixes and suffixes; diction; variety of expression; a brief review of composition forms and the paragraph. *Second semester course.* No credit.

Wednesday, 6:40 to 8:20.

Mr. Glenn

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. *First semester course.* Three credit hours. Two sections.

Wednesday, 6:45 to 9:15.

Mr. Feldhaus
Mr. Pater


Wednesday, 6:40 to 9:15.

Mr. Feldhaus
Mr. Pater

5. **News Writing.**

(Cf. page 50 for course description.)

6. **Newspaper Reporting.**

(Cf. page 50 for course description.)
form and parts of a business letter and business report. **Two semester course.** Four credit hours. Four sections.

Tuesday, 6:40 to 8:20.  
Mr. Brearton  
Mr. Gartner  
Mr. Glenn  
Mr. Nolan

Thursday, 6:40 to 8:20 or 8:25 to 10:10.

**Upper Division Courses**

101-102. **Creative Writing: Advanced Composition.** 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. **Two semester course.** Six credit hours.

Friday, 6:40 to 9:15.  
Fr. Uhl

107. **Publicity: Public Relations.**  
(Cf. page 50 for course description.)

108. **Publicity: Public Relations.**  
(Cf. page 50 for course description.)

121. **Modern Drama.** This course will be confined to English and American Drama, with emphasis on reading. Influences and development are studied. **Second semester course.** Three credit hours. (1948-1949.)

142-143. **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. **Two semester course.** Six credit hours. (1946-1947.)

150. **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. **First semester course.** Three credit hours. (1948-1949.)

151. **Shakespeare.** Plays to be studied will be chosen from the periods during which Shakespeare composed his historical plays and comedies. **Second semester course.** Three credit hours. (1948-1949.)

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. **First semester course.** Three credit hours. (1949-1950.)

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, Belloe, Sassoon, Teasdale, Yeats, Thompson, Sandburg, and others. **Second semester course.** Three credit hours. (1949-1950.)

181-182. **Survey of American Literature.** A broad study of the development of thought, spirit, temper, and culture in America from Colonial times to the present, as reflected in significant writings of outstanding American spokesmen. The first semester covers the period ending in 1865. The second semester brings the student up to the present day. **Two semester course.** Six credit hours.

Wednesday, 6:40 to 9:15.  
Mr. Nolan

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. **First semester course.** Three credit hours.  
Monday, 6:40 to 9:15.  
Mr. Nolan

189. **Catholic Literature.** A continuation of English 148. **Second semester course.** Three credit hours.  
Monday, 6:40 to 9:15.  
Mr. Nolan

199. **Senior Tutorial Course.** Directed reading and undergraduate research required of all majors in their senior year. Two credit hours.
History and Political Science

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.

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. First semester course. Three credit hours. Friday, 6:40 to 9:15. Mr. Paone

8. Europe Since 1500. This study is a continuation of History 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. Second semester course. Three credit hours. Friday, 6:40 to 9:15. Mr. Paone

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. First semester course. Two credit hours. (1946-1947.)

112. Late Middle Ages, 1300-1500. A continuation of History 111 with particular attention to the new secularism observable in the fourteenth and fifteenth centuries. Second semester course. Two credit hours. (1946-1947.)

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. First semester course. Three credit hours. Tuesday, 6:40 to 9:15. Fr. Link

142. The United States, 1865-1936. 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. Second semester course. Three credit hours. Tuesday, 6:40 to 9:15. Fr. Link

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. First semester course. Two credit hours. (1949-1950.)

152. Republican Latin America, 1810-1905. 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. Second semester course. Two credit hours. (1949-1950.)

161. History of Spain. The history of Spain from prehistoric times to the present day. Emphasis is placed on cultural achievements. First semester course. Three credit hours. (1949-1950.)


Journalism

The power of the written word is said to be best exemplified today in the newspaper. These courses in Journalism, called newspaper work by the layman, are designed to acquaint students with recognized methods of expressing themselves simply and concisely in writing. Paced to the times, the courses include an analysis of the newspaper's place in a post-war world.

The courses in Journalism are of interest to three groups of students: first, to those who desire the basic training for practical work on the editorial staff of a newspaper or periodical; second, to those who wish to do freelance writing or publicity; third, to those who wish to enter the field of advertising.
In order to profit fully from the courses in Journalism, it is suggested that these be supplemented by background courses in history, English, and economics.

5. News Writing. Gathering the news and presenting it for publication. Lectures on the operations of a newspaper, the administration of the news staff and news values. Discussion of the merit of various presentations of news stories. Practical exercises in writing news stories. First semester course. Two credit hours.


107. Publicity: Public Relations. The study of public opinion, its nature, function and operation; an analysis of propaganda and pressure groups; a survey of the techniques, devices and procedures used to influence and mold the mass mind; and, an examination of the instruments of public information dissemination—the press, radio and the motion picture. First semester course. Two credit hours.


Latin

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.

21. Pliny and Seneca. A comparative study of the letters of these Roman authors with reference to Roman life under the early emperors. First semester course. Three credit hours.

Dr. Wirth

Upper Division Courses

120. Medieval Latin Literature. Second semester course. Three credit hours.

Dr. Wirth


NOTE: Courses to be offered in 1948-1949 will be announced later.

Mathematics

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.

First semester course. Two credit hours. Two sections.

Thursday, 6:40 to 8:20 and 8:25 to 10:10. Mr. O'Leary

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. First semester course. Two credit hours. Two sections.

Thursday, 6:40 to 8:20 and 8:25 to 10:10. Mr. O'Leary

2. Mathematics of Finance. A continuation of Mathematics 1. It is concerned with compound interest, annuities, amortization and sinking funds, capitalization, depreciation, and allied topics. Second semester course. Two credit hours. Two sections.

Thursday, 6:40 to 8:20 and 8:25 to 10:10. Mr. O'Leary

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. First semester course. Three credit hours.
Thursday, 6:40 to 9:15. Mr. Marcaccio

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. Second semester course. Three credit hours.
Thursday, 6:40 to 9:15. Mr. Marcaccio

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: Mathematics 3 and 4. First semester course. Three credit hours. (1948-1949.)

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. Second semester course. Three credit hours. (1948-1949.)

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

1-2. 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. Two semester course. Six credit hours.
Monday, 6:40 to 9:15. Mr. Dapper

31. Intermediate French. Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: French 1 and 2. First semester course. Three credit hours. (1948-1949.)


Upper Division Courses

121. Modern French Prose. The study of novels and short stories by modern prose writers: Erckmann-Chatrian, Bazin, Chateaubriand and others. First semester course. Three credit hours. (1948-1949.)

124. The Short Story. The reading and study of representative short story writers. Second semester course. Three credit hours. (Offered, 1948-1949.)

GERMAN

1-2. Elementary German. Pronunciation and grammar of the German language; written exercises, reading, dictation and conversation in German. Two semester course. Six credit hours.
Monday, 6:40 to 9:15. Fr. Grollig

31. Intermediate German. Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: German 1 and 2. First semester course. Three credit hours.
Wednesday, 6:40 to 9:15. Fr. Grollig

32. Intermediate German. A continuation of German 31. Prerequisite: German 31. Second semester course. Three credit hours.
Wednesday, 6:40 to 9:15. Fr. Grollig

Upper Division Courses

111-112. Modern German Literature. Selected works of representative writers since 1890. Gerhart Hauptmann, Thomas Mann, and others. Two semester course. Six credit hours. (1948-1949.)
121. German Prose Writers. The study of novels and short stories by German Prose Writers: Freytag, Hauff, Herbert, Stifter, Novalis, Brentano, Eichendorf. First semester course. Three credit hours.
Friday, 6:40 to 9:15.
Fr. Grollig

152. The German Drama. Dramas of Goethe, Schiller, and Lessing, characteristics of the German drama with a survey of its development. Second semester course. Three credit hours.
Friday, 6:40 to 9:15.
Fr. Grollig

SPANISH

1-2. 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. Two semester course. Six credit hours.
Monday, 6:40 to 9:15.
Mr. Inserni

31. Intermediate Spanish. Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: Spanish 1 and 2. First semester course. Three credit hours.
Wednesday, 6:40 to 9:15.
Mr. Meirose

Wednesday, 6:40 to 9:15.
Mr. Meirose

Upper Division Courses

121. The Early Spanish Novel. The subject matter for this course includes the Novelas de Caballería, Novelas moriscas, and Novelas picarescas before Cervantes. The classes are conducted in Spanish in a conversational form using excerpts from Don Quijote and Lazarillo de Torment as topics of conversation. These discussions indicate the slight changes that have been made in the modern use of the language. Lectures in Spanish are given about the literary background of the fourteenth, fifteenth, and sixteenth centuries. First semester course. Three credit hours. (1948-1949.)

123. The Spanish Novel of the Nineteenth Century. A continuation of Spanish 121 in purpose and method. The works chosen come from the silver age of Spanish literature. First semester course. Three credit hours.
Friday, 6:40 to 9:15.
Mr. Vasquez


Friday, 6:40 to 9:15.
Mr. Vasquez


Philosophy

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.

32-33. 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. Two semester course. Four credit hours. Three sections.
Tuesday, 8:25 to 10:10.
Mr. Piekenbrock
Thursday, 6:40 to 8:20 and 8:25 to 10:10.
Mr. Dillhunt

Upper Division Courses

100. Metaphysics of Reality. The ultimate principles of being, together with the theories of act and potency, good and evil, substance and accident, space, time, and causation. First semester course. Three credit hours. (1948-1949.)

103-104. Philosophy of Nature. An historical study of the basic problems regarding Metaphysics of Matter. The continuum, quantity, mechanism, space, place, motion, time, and the constitution of
matter. The hylemorphic theory is studied in relation to modern scientific theories. Two semester course. Six credit hours.

Wednesday, 6:40 to 9:15. Fr. Hetherington


111. Philosophy of Man. This course purposes to equip the student with the true notion and proper interpretation of man's composite nature. It establishes the essential superiority of this nature to brute creation, and investigates the basis for this superiority, man's specific faculties of intellect and will. It makes a detailed study of the origin of ideas, volitional activity, and freedom of the will. It concludes with a searching inquiry into the nature of the human soul and person; into the origin and destiny of man, considering these problems in the terms of the scholastic synthesis. Second semester course. Three credit hours. (1948-1949.)

112. Child Psychology. This course studies the consciousness of a recently born child. The first appearance and the succeeding activities of the emotions and of other human drives, and their significance for the growing child. A study is made of the ways in which the pre-adolescent learns to employ sense faculties, imagination, memory, creative activity, language, thinking and reasoning, the roots of a personal moral nature. Observation and analysis are made of the influences in shaping the child's personality through the home, school, church, and society, influences that remain with the boy and girl through life. Second semester course. Two credit hours. (1948-1949.)

Psychology

To supply an essential requirement in the cultural development of the trained man, to provide a fair acquaintance with concepts necessarily employed in the social sciences, to give point and direction to the efforts of the learner along the line of self-management: these are the aims of the group of courses in this department.

The study of human nature is not the least important element in the mental acquisitions of a cultured man, not only because of the intrinsic worth of such discipline, but also because of its many and unavoidable applications in the fields of ethics, social endeavor, and everyday practical life. The balance of personality and judgment possessed by the truly cultivated man is derived in large measure from the self-knowledge which is made possible by a fair understanding of human nature. That this study should regularly include the course in the Philosophy of Man (Philosophy 111) is the conviction shared by the best neo-scholastic tradition.

31. General Psychology. This course purposes to give the student a general knowledge and interpretation of the philosophic and scientific principles involved in the solution of body-mind problems. It investigates the nature and function of organic life, the physiological and psychological basis of the sensory processes, and the philosophic explanation of sensation in terms of adequate causality. It makes a detailed study of the psycho-organic features of the imaginal process, of memory and instinct, and of sensuous appetency. The entire approach rests on the two-fold basis of experimental data and speculative principles. Prerequisite for all upper division Psychology courses. First semester course. Three credit hours. Two sections. Monday and Friday, 6:40 to 9:15. Dr. Harkins

102. Psychology of Learning. This course touches on the concepts, principles, and methods of learning, seeking to discover the background of the pupil's mental world, and the rapport to be established between him and his teacher and his fellow pupils. Individual and sex differences are investigated. An appreciation of the present-day tests, measurements, and groupings in mental age. The psychology of interests with emphasis on native human intelligence in problem solving, projects, performances and acquisition of skills. The training of the human will toward a harmonious, moral, Christian personality. First semester course. Two credit hours. (1948-1949.)

103. 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 the emotions, human impulses, instincts, aspiration, conflicts. The mechanisms of sublimation and compensation. The phases of ideo-motor action, conceptual and voluntary human control. Second semester course. Two credit hours. (1948-1949.)

131. Principles of Ethics. Construction of the primary and secondary norms of human conduct on the basis of the philosophy of man and the metaphysics of Infinite Being. First semester course. Three credit hours.

Thursdays, 6:40 to 9:15. Dr. Harkins

132. Christian and Social Ethics. Exposition of the rights and duties of the individual on the basis of ethical norms; origin and theories of society; social, economic, and political relationships of the individual. Given as Sociology 132. Second semester course. Three credit hours.

Thursdays, 6:40 to 9:15. Fr. Wellmuth
Tuesday, 8:25 to 10:10. Fr. Boylan

132. Applied Psychology: Humanology. Personnel management, the personal interview, occupational success, adjustments. Cultural responsibilities of employer to employee. The psychology of music in the building of morale and of propaganda activities. The psychological factors involved in public speaking, in modern art, and in the present-day techniques of business, literature, law and medicine. Second semester course. Two credit hours.
Tuesday, 8:25 to 10:10. Mrs. Childress

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. First semester course. Two credit hours. (1946-1947.)

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. First semester course. Two credit hours. (1948-1949.)


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. First semester course. Two credit hours.
Tuesday, 6:40 to 8:20. Mr. Castellini

144. Applied Business Psychology. A continuation of Psychology 143. Second semester course. Two credit hours.
Tuesday, 6:40 to 8:20. Mr. Castellini

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. First semester course. Two credit hours. (1949-1950.)


153. Freudian Psychoanalysis. After a brief outline of the genesis of this system and of the merits of its pioneer, Dr. Sigmund Freud, the course sets forth the assumptions of the New Science and its development. The paradoxes of this modern theory and practice are exemplified, along with the ramifications in the fields of religion, philosophy, education, medicine, and especially psychiatry. Freud’s basic assumption of sexuality. This course aims at once to be an appreciation, critique, and practical exposition. First semester course. Two credit hours.
Thursday, 8:25 to 10:10. Fr. Boylan

154. Social Psychology. This course sets forth the elements of this very basic and practical science. The interplay of the individual and the group consciousness. The various patterns of social conduct. The crowd and the psychology of propaganda. Morale and the social forces of suggestion and suggestibility. The social forces of religion and the development of human personality in the social environment. Second semester course. Two credit hours.
Thursday, 8:25 to 10:10. Mr. Brearton

162. Personality Problems. The human person in his individual and his social setting; ego-problem; data of personal identity; the human will in the development of personality. Second semester course. Two credit hours. (1949-1950.)

58
Religion 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.

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. Second semester course. Two credit hours.

Wednesday, 8:25 to 10:10. Fr. Rolfes

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. First semester course. Two credit hours.

Thursday, 6:40 to 8:20. Fr. Rolfes

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. First semester course. Two credit hours.

Tuesday, 8:25 to 10:10. Fr. Rolfes

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. Second semester course. Two credit hours.

Thursday, 6:40 to 8:20. Fr. Rolfes

Upper Division Courses

111. The Early Middle Ages, 300-1300. The outstanding personages and events during the period when Europe became Christian. Social and economic trends are stressed. First semester course. Two credit hours. (1946-1947.)

112. The Late Middle Ages, 1300-1500. A continuation of Religion 111 with particular attention to the new secularism observable in the fourteenth and fifteenth centuries. Second semester course. Two credit hours. (1946-1947.)

125. Marriage. The nature and the social and religious functions 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. Given as Sociology 125. First semester course. Two credit hours. Two sections.

Thursday, 6:40 to 8:20. Fr. Malone

Tuesday, 6:40 to 8:20. Fr. Uhl

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. Given as Sociology 126. Second semester course. Two credit hours.

Thursday, 6:40 to 8:20. Fr. Uhl

Tuesday, 6:40 to 9:15. Fr. Wellmuth

132. Christian and Social Ethics. Exposition of the rights and duties of the individual on the basis of ethical norms; origin and theories of society; social, economic, and political relationships of the individual. Given as Philosophy 132. Second semester course. Three credit hours.

Thursday, 6:40 to 9:15. Fr. Wellmuth

150. Rebuilding the Social Order. An analysis of the papal encyclicals on the condition of the working classes and the reconstruction of the social order. Given as Sociology 150, and Economics 195. Second semester course. Two credit hours.

Tuesday, 6:40 to 8:20. Dr. Schwartz

188. Catholic Literature. This course is designed to be a comprehensive view of Catholic culture and civilization reflected in English
Salesmanship

Salesmanship is one of the essential activities of modern economic life, because it links volume production with consumption and, by so doing, performs an important economic function. Without salesmanship, commercial and industrial enterprise would come to a dead stop. No matter what the product, article, plan or idea may be, unless people are imbued with the conviction of its merit, value or usefulness, it is worthless and its production futile. The process by which this necessary conviction is obtained is salesmanship.

Salesmanship is not a mere matter of personality. It is based on sound scientific principles which may be analyzed and taught, thus making it possible to train and develop successful salesmen. These principles include a working knowledge of a wide variety of subjects, the most important of which are economics (marketing, merchandising, advertising) and psychology. In the courses offered, much time is devoted to these two subjects. Special attention is given to self-analysis and to the study of the impulses that motivate all human conduct. Practical demonstrations in sales psychology are given throughout the courses.

The basic principles of salesmanship are applicable to a much wider field than business and commercial dealings. These principles operate in practically every relationship of life where one person is endeavoring to impress his ideas on another. The courses, therefore, will prove profitable in social contacts as well as in business contacts.

145-146. 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 businesses 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 semester course. Four credit hours. Thursday, 6:40 to 8:20. Mr. Spaeth

147. Sales Management. Advanced problems in selling, with relation to a type of buying motives and classes of buyers; selling organizations; merchandising; sales campaigns. First semester course. Three credit hours. (1948-1949.)

148. Sales Management. Responsibility of sales management in business and to society; paying, selecting, and training salesmen; assigning territory; sales plans, strategy, quotas, budgets, and costs; sales wastes and inefficiencies; coordination of sales effort with other departments. Second semester course. Three credit hours. (1948-1949.)

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 Introductory Accounting, Shorthand, Typewriting, and Business 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-B. Shorthand. A beginning course designed for students who wish to prepare themselves for secretarial work; Gregg shorthand theory applied in reading and writing practice.

Typewriting. Use of the typewriter and exercises for accuracy and speed; practice in writing and arranging simple business letters and manuscript copy.

Tuesday and Thursday, 6:40 to 9:15. Miss Albers

C. Dictation. A review of the principles of Gregg shorthand; dictation and speed practice; typewriting speed tests. First semester course.

Tuesday and Thursday, 6:40 to 8:20. Miss Albers

21, 22. Business English.

(Cf. page 45 for course description.)

51, 52. Introductory Accounting.

(Cf. page 36 for course description.)
Sociology

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.

Sociology 31 and Economics 33 and 34 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. First semester course. Two credit hours.

(Offered, 1947-1948.)

Upper Division Courses

103. Problems of Labor. (1949-1950.)

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. First semester course. Two credit hours. Two sections.

Thursday, 6:40 to 8:20.

Friday, 6:40 to 8:20.

Fr. Malone

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. Second semester course. Two credit hours.

Thursday, 6:40 to 8:20.

Fr. Uhl

132. Christian and Social Ethics. The application of the general principles of ethics to particular, individual and social rights and obligations; the right to life, honor, property; 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. Given as Philosophy 132. Second semester course. Three credit hours.

Thursday, 6:40 to 9:15.

Fr. Wellmuth

150. 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. Given as Economics 195. Second semester course. Two credit hours.

Tuesday, 6:40 to 8:20.

Dr. Schwartz

Speech

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.

1-2. 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 semester course. Four credit hours. Two sections.

Tuesday, 6:40 to 8:20.

Mr. Maggini

Thursday, 8:25 to 10:10.

Mr. Maupin

Mr. Gartner

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: Speech 1 and 2. First semester course. Two credit hours.

Wednesday, 6:40 to 8:20.

Mr. Maupin

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. *Second semester course.* (1946-1947.)

11. **Principles of Acting Technique.** A fundamental introduction to basic principles of acting, beginning with pantomime, emotional sense memory, realistic and stylized forms of expression. *First semester course.* Two credit hours. (1948-1949.)

12. **Principles of Acting Technique.** A continuation of first semester principles with studies in characterization and laboratory work in practical application of theories, with student work-shop productions. *Second semester course.* (1948-1949.)

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*No course in any department will be given unless a sufficient number of students apply.*
Jesuit Educational Association
Colleges and Universities

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 8

WASHINGTON
Gonzaga University, Spokane 11
Seattle College, Seattle 2

WISCONSIN
Marquette University, Milwaukee 3