8-1949

1949-1950 Xavier University Liberal Arts, Commerce and Finance Evening Division Course Catalog

Xavier University, Cincinnati, OH

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Evening Division Calendar

1949

First Semester

AUGUST 15......................Registration for the first semester.
SEPTEMBER 15..................Instruction begins.
SEPTEMBER 29..................Final date for late registration.
OCTOBER 20....................Subjects for Seniors' theses approved.
NOVEMBER 1....................All Saints Day. Holiday.
NOVEMBER 3....................Mid-semester examinations begin.
NOVEMBER 23, 24, 25..........Thanksgiving holidays.
DECEMBER 17...................Christmas recess begins.

1950

JANUARY 3.....................Classes resume.
JANUARY 16....................Registration for the second semester.
JANUARY 20....................Semester examinations begin.
JANUARY 26....................End of first semester.

Second Semester

FEBRUARY 2.....................Instruction begins.
FEBRUARY 16...................Final date for late registration.
MARCH 23.......................Mid-semester examinations begin.
APRIL 6, 7, 10..................Easter recess.
MAY 15.........................Senior theses due.
MAY 18.........................Ascension Thursday. Holiday.
MAY 23.........................Semester examinations begin.
JUNE 1.........................End of second semester.
Faculty

CELESTIN J. STEINER, S.J., A.M. ........................................... President
VICTOR B. NIEPORTE, S.J., A.M., S.T.L. .................................... Dean
ESTHER T. SPAETH ............................................................ Secretary
FLORENCE C. ALBERS, A.M., M.S.C. ........................................ Dean of Women, Secretarial Practice
JOSEPH E. BOURGEOS, CAND.PH.D. ......................................... German
FRANK X. BREARTON, A.B., LL.B. ............................................ English
PAUL L. BURKHART, B.S.C ..................................................... Accounting
WILLIAM A. A. CASTELLINI, PH.B. ......................................... Psychology, English
MARIE M. CHILDRESS, A.M. ................................................... Philosophy
EUGENIO L. COPPELLI, B.S. IN ED. .......................................... French
VICTOR L. DIAL, A.M. .......................................................... Speech
J. CLIFFORD DILLHUNT, LITT.B. .............................................. Philosophy
JOSEPH H. EVERSMANN, C.P.A. ............................................. Accounting
LOUIS A. FELDHAUS, A.M. ..................................................... English
JOHN FINUCAN, C.P.A. ......................................................... Accounting
GEORGE P. FLAMM .............................................................. Economics
C. GLYNN FRASER, CAND.PH.D. ............................................ Sociology
LEONARD C. GARTNER, A.B., LL.B. .......................................... English, Speech
JAMES P. GLENN, A.B. .......................................................... English
IGNATIUS A. HAMEL, PH.D. .................................................... Psychology
PAUL W. HARKINS, PH.D. ..................................................... Philosophy
WILLIAM V. HEHIMANN, C.P.A. ............................................ Accounting
WILLIAM P. HETHERINGTON, S.J., PH.D. ............................... Philosophy
FRANK M. INSENNI, A.M. ..................................................... Spanish
FLOYD A. KEELING, LL.D. ..................................................... Economics
PHILIP J. KENNEDY, A.B., LL.B. ............................................ Economics
F. LEO KOESTER, PH.B. ....................................................... Journalism
GLEN A. LAGRANGE, A.M. ..................................................... Philosophy
JOSEPH F. LINK, JR., CAND.PH.D. .......................................... Economics
MAURICE LINK, S.J., A.M. .................................................... History
FRANK LONGANO, LL.B. ....................................................... Economics
FRANK LUKEN, CAND.PH.D. .................................................. Economics
WILLIAM MARCACCIO, M.S. .................................................. Mathematics
JOHN G. MAUPIN, B.S.ED., A.M. ............................................ Economics, Speech
LEO H. MEIROSE, A.B. ........................................................ Spanish
JAMES H. MOORE, PH.D. ........................................ History
EDWARD J. MURRAY, M.B.A. ........................................ Economics
F. ALLAN NOLAN, A.B. ........................................ English
JOHN T. NOLAN, JR., A.M. ........................................ English
JOHN R. O'LEARY, LL.B., M.ED. ................................ Economics, Mathematics
RAYMOND C. PATER, A.M. ........................................ English
FRANK A. PETERS, A.M. ........................................ Political Science, History
PAUL J. RIESELMAN, PH.B. ........................................ German
THEODORE ROLFES, S.J., A.M. ................................ Religion
WILLIAM E. SAUTER, A.M. ........................................ Philosophy
PHILIP J. SCHARPER, A.M. ........................................ English, Philosophy
GEORGE L. SCHLEGEL, C.P.A. ................................ Accounting
HERBERT T. SCHWARTZ, PH.D. ................................ Sociology
GEORGE C. SELZER, M.S.C. ................................ Accounting
LAWRENCE W. SELZER, B.S.C. ................................ Accounting
JOSEPH H. SETTELMAYER, LL.B. ................................ Economics
JAMES M. SHEA, A.B. ........................................ Journalism
LEO E. SPAETH, A.B. ........................................ Economics
CLARENCE J. STEUER, B.S. ................................ Mathematics
ARTHUR R. TILTON, B.S.C., M.ED. ................................. Accounting
JOHN L. UHL, S.J., A.M. ........................................ Philosophy
ALBERTO VASQUEZ, A.B. ........................................ Spanish
LEO C. VOET, B.S.C., LL.B. ................................ Accounting
ARTHUR W. VOLCK, A.B. ........................................ Economics
RUSSELL WALKER, B.B.A. ................................ Accounting
FRED G. WEBER ........................................ Accounting
EDWARD M. WESSENDARP, C.P.A. ................................. Accounting
FREDERICK E. WIRTH, PH.D. ................................ Latin
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 College. The Evening College of Xavier University conducts a large number of university courses in the Department of Liberal Arts and in the Department of Commerce and Finance. These courses have been arranged especially for men and women who are engaged during the day, who experience the need of additional education, and who wish to devote one or more evenings a week to the study of particular subjects of interest.

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

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

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

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

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

1. For the majority of its students of business, the Evening Division strongly recommends the progressive programs, certificate (4 years), and degree (6 years or longer). These programs require attendance at least two nights a week. The certificate programs, while complete,
are fundamental and in most cases, credits earned may be applied to the Bachelor of 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 merits the highest distinction in research work in the Department of Philosophy.

The Xavier University Alumnae Association Scholarship Award is presented to the alumnae member in good standing enrolled in a certificate or degree program whose average for the year is highest.

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.
The Choral Group. Membership is open to men and women students of the Evening College. Rehearsals are held one evening each week throughout the school year. A Spring concert and several informal concerts make up the program of this group.

Kappa Sigma Mu. Composed of present and former students, Kappa Sigma Mu is a student as well as an alumal 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:

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<th>Subjects</th>
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<tr>
<td>English</td>
<td>3</td>
<td>Algebra</td>
<td>1</td>
</tr>
<tr>
<td>Language</td>
<td>2</td>
<td>Plane Geometry</td>
<td>1</td>
</tr>
<tr>
<td>History</td>
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<td>Science</td>
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or ten units in four sequences, two major sequences (three units each) and two minor sequences (two units each). The sequences will be selected from the five groups of subjects listed below. Not more than one of the required sequences may be accepted from any one group, except Group B, where sequences may be offered in each of two languages.

*Group A. English and Speech.* A major sequence must be offered from this group.

*Group B. Language.* The languages acceptable in this group are Greek, Latin, French, German, Italian, Polish, and Spanish. Any sequence must be in a single language and no more than two sequences will be acceptable.

*Group C. Mathematics.* A minor sequence in this group must be offered and must include one unit of algebra and one unit of plane geometry. For all applicants, a unit of physics may be combined with a minor sequence in mathematics to form a major sequence.

*Group D. Science.* No more than one unit in any one science may be offered. Physics may not be counted toward a science sequence if it is counted in the mathematics group toward a major sequence. If biology is included, neither botany nor zoology may be counted.

*Group E. Social Studies.* The subjects and the number of units in each subject which are acceptable from this group are as follows:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Units</th>
<th>Subjects</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>1 to 4</td>
<td>Commercial Law</td>
<td>½</td>
</tr>
<tr>
<td>American Government</td>
<td>½ to 1</td>
<td>Geography</td>
<td>½</td>
</tr>
<tr>
<td>Economics</td>
<td>½</td>
<td>Sociology</td>
<td>½ to 1</td>
</tr>
</tbody>
</table>

The remaining units may be in any subjects counted toward graduation by an accredited high school. However, single half units in languages will not be acceptable.

Applicants who have a deficiency in their sequences not to exceed two units, and who meet all other requirements will be admitted as deficient. This deficiency, however, must be removed before admission to Sophomore standing.

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

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

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

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

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

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.

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

In the departments of classical and modern languages this six-credit-hour requirement of *lower division* work is not satisfied by beginning courses or their equivalent.

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

**Attendance.**

1. To secure credit in any course in which he is registered, the student is required to attend classroom exercises *regularly* and *promptly*. Absences date from the day of opening announced in the calendar.

2. Attendance and preparation are required at all classroom exercises as primary conditions for meriting academic credit.

3. Three absences in any one course automatically disqualify the student from receiving credit for the course.

4. Absences caused by serious illness may be excused, wholly or in part, by the Dean.

5. Tardiness at class or leaving class before the expiration of the period will be counted as one-half of an absence.
Withdrawal. A student who wishes to withdraw from one or more of his courses must sign at the Office a notification of intention to withdraw. A student is considered in attendance until this formal notice of withdrawal has been duly signed. No withdrawal is effective earlier than the date recorded on this signed notice.

Examinations.

1. Examinations in all subjects are held at the middle and the close of each semester. The result of the mid-semester and the semester examinations, combined with the student's classwork, will determine his grade for the semester. No academic credit is given unless a passing grade is obtained.

2. A student who has been absent from a regularly scheduled examination will receive a grade of X if the excuse for the absence is acceptable to the Dean, otherwise the absentee will receive an automatic failure. Absence, however, does not excuse a student from the requirement of a special examination at a time determined by the Dean.

3. Auditors are not obliged to take examinations.

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

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

The censure will continue for at least one session. At the end of this session any student on probation who fails to average "C" in the semester's work will be dismissed from the University. Any student on probation whose semester average is "C," but whose general overall average is below "C," will be continued on probation for one more session. If, at the expiration of the continued probationary period, the student's average is below "C," he will be dismissed from the University.

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

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

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

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

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

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

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

1. The tuition fee for all subjects is $7.00 per class hour for the first seven hours taken in any one school year; $4.00 per class hour for each hour thereafter in the same school year. There is a minimum tuition charge of $15.00.

2. Students registering at Xavier University for the first time pay a matriculation fee of $5.00.

3. Additional fees:
   a. Shorthand and Typewriting Course. ................. $ 1.00
   b. Special Examination. .................................. 2.00
   c. Certificate Fee. ........................................ 10.00
   d. Bachelor's Degree Fee. ................................ 25.00
   e. Xavier University News. (Required). Per semester .......... .75

Refunds.

1. No fee is refundable.

2. No tuition will be refunded except when withdrawal from class is due to illness or causes entirely beyond the student's control.
3. No refund will be granted if the student has not duly notified the Office of withdrawal before the end of the eighth week of any semester.

4. In no case shall the tuition charge be less than $3.00.

5. The schedule below shows the percentage of tuition refunded if the student is eligible for a refund.

<table>
<thead>
<tr>
<th>Withdrawal During the Week</th>
<th>Percent of Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week</td>
<td>90%</td>
</tr>
<tr>
<td>2nd week</td>
<td>80%</td>
</tr>
<tr>
<td>3rd week</td>
<td>70%</td>
</tr>
<tr>
<td>4th week</td>
<td>60%</td>
</tr>
<tr>
<td>5th week</td>
<td>50%</td>
</tr>
<tr>
<td>6th week</td>
<td>40%</td>
</tr>
<tr>
<td>7th week</td>
<td>30%</td>
</tr>
<tr>
<td>8th week</td>
<td>20%</td>
</tr>
</tbody>
</table>

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 four curricular divisions. These divisions are made to facilitate interdepartmental administration and to integrate fields of study. The divisions are as follows:

1. Language and Literature
   - English and Speech
   - Latin
   - French, German
   - Spanish

2. Social Sciences
   - Accounting
   - Economics
   - History
   - Political Science
   - Sociology

3. Natural Sciences
   - Biology
   - Mathematics

4. Philosophy and Religion
   - Philosophy
   - Psychology
   - Religion

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

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

2. An acquaintance with, and some practice in, the modes of thinking—philosophical, mathematical, and scientific.
3. A competence in basic English communication, written and oral, with an adequate acquaintance with the types, and some of the masterpieces of English literature.

4. A reading knowledge of at least one modern language (this is not required in the Bachelor of Business Administration program).

5. An acquaintance with the history and principles of social institutions.

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

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

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

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

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

1. A continuation of his general and liberal training in the study of philosophy and allied subjects.

2. Fields of specialization, with a major and minors system, for prudent concentration.

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

Certificates and Degrees. The University will confer a certificate or a degree upon any candidate in the Evening Division who has successfully completed an accepted program of studies, and who has fulfilled, prior to graduation, all requirements both general and particular. In the Evening Division the University confers the following Certificates:
Accounting; General Business; Labor Relations; Marketing; Secretarial Practice; and Traffic Management; and the following Degrees: Bachelor of Arts; Bachelor of 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>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>24</td>
<td>Logic</td>
<td>4</td>
</tr>
<tr>
<td>Business Law</td>
<td>4</td>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Economics</td>
<td>7</td>
<td>Sociology or Religion</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>Taxation</td>
<td>6</td>
</tr>
</tbody>
</table>

Certificate in General Business.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hrs.</th>
<th>Subject</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<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>
<td>4</td>
</tr>
<tr>
<td>Economics</td>
<td>26</td>
<td>Sociology or Religion</td>
<td>4</td>
</tr>
</tbody>
</table>

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>3</td>
<td>Sociology or Religion</td>
<td>4</td>
</tr>
<tr>
<td>Economics of Labor</td>
<td>22</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td>2</td>
</tr>
</tbody>
</table>
Certificate in Marketing.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hrs.</th>
<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>
</tbody>
</table>

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>2</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>18</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 Requirements for Graduation.

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

1. The candidate shall have qualified as a classified student in Xavier University and shall have all records from other institutions in order.
2. The candidate shall have completed an accepted academic program of not less than one hundred twenty credit hours with an average of C. Specifically, an average of 2.0 (C) shall have been maintained in his upper division courses since surplus quality points are not transferable from lower division courses.
3. The candidate shall have completed all lower division objectives.
4. The candidate shall have fulfilled the lower division and upper division objectives in the matter of distribution of courses.
5. The candidate shall have completed the following courses in Philosophy and Psychology: PI 32, 33, 100, 103, 104, 111, 132, 133, Ps 31.

6. The candidate, if a Catholic, shall have completed eight credit hours in formal courses in religion, and eight credit hours in Christian culture courses.

7. The candidate shall have completed in residence, the last thirty credit hours (C average) in courses approved by the College of Liberal Arts.

8. The candidate shall have submitted, on or before May 15 of his senior year, a written thesis of not fewer than 5000 words. The subject shall have been approved before October 20. The thesis shall fulfill all general and particular prescriptions of the adviser. At the discretion of the adviser a comprehensive examination in the student’s major field of work may be substituted for the thesis.

9. The candidate, with the approval of the head of the department, shall have made formal application to the dean for the degree sought. This form shall have been filed in the registrar’s office at the beginning of the last session.

10. The candidate shall have discharged all financial obligations to Xavier University.

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

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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Subject</td>
<td>24</td>
</tr>
<tr>
<td>Related Minor</td>
<td>18</td>
</tr>
<tr>
<td>Christian Culture</td>
<td>8</td>
</tr>
<tr>
<td>English</td>
<td>12</td>
</tr>
<tr>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Latin</td>
<td>12</td>
</tr>
<tr>
<td>Mathematics or Science</td>
<td>6</td>
</tr>
<tr>
<td>Modern Language</td>
<td>12</td>
</tr>
<tr>
<td>Philosophy</td>
<td>17</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>8</td>
</tr>
<tr>
<td>Speech</td>
<td>2</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hrs.</th>
<th>Subject</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Subject</td>
<td></td>
<td>English</td>
<td>12</td>
</tr>
<tr>
<td>(Accounting or Economics)</td>
<td>24</td>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Related Minor</td>
<td></td>
<td>Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>(Accounting or Economics)</td>
<td>18</td>
<td>Philosophy</td>
<td>17</td>
</tr>
<tr>
<td>Business Law</td>
<td>4</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Christian Culture</td>
<td>8</td>
<td>Religion</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speech</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hrs.</th>
<th>Subject</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Subject</td>
<td>24</td>
<td>Modern Language</td>
<td>12</td>
</tr>
<tr>
<td>Related Minor</td>
<td>18</td>
<td>Philosophy</td>
<td>17</td>
</tr>
<tr>
<td>Christian Culture</td>
<td>8</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>12</td>
<td>Religion</td>
<td>8</td>
</tr>
<tr>
<td>History</td>
<td>12</td>
<td>Science</td>
<td>6</td>
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Graduation Honors. Honors are awarded on the basis of outstanding moral and intellectual attainment. A student who has earned a quality-point average of 3.75 in his six years of college work will be graduated Summa Cum Laude; one who has earned 3.5, Magna Cum Laude; one who has earned 3.25, Cum Laude. The honors are announced at commencement and are inscribed on the diplomas of those meriting them. The final semester's work cannot be computed in determining the quality-point average for honors.

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

1. They must have completed at least sixty semester hours of work at Xavier University.

2. Their quality-point average must be computed on the basis of ALL OF THEIR COLLEGE WORK.

3. Under no circumstances will honors be awarded that are higher than the honors merited by the quality-point average earned at Xavier University.
Residence. Candidates for Certificates must secure at least the last fourteen credit hours at the Evening College, and candidates for Degrees at least the last thirty credit hours in residence at Xavier University and the last 12 credit hours at the Evening College. Residence is the personal presence at the University of a student carrying a normal weekly load.

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

Notes. The University reserves the right to modify its graduation and other academic requirements as may seem necessary from time to time. It will be obligated only during the academic year of the student's registration by requirements published in the catalog for that year.
# 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>
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<tbody>
<tr>
<td>Introductory Accounting</td>
<td>3</td>
<td>Introductory Accounting</td>
<td>3</td>
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<td>Logic</td>
<td>2</td>
<td>Logic</td>
<td>2</td>
</tr>
<tr>
<td>Business English</td>
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### SECOND YEAR

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<tr>
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<tr>
<td>Principles of Economics</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics of Finance</td>
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### THIRD YEAR

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<tbody>
<tr>
<td>Cost Accounting</td>
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<tr>
<td>Sociology or Religion</td>
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### FOURTH YEAR

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<td>Taxation</td>
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## Certificate in General Business

### FIRST YEAR

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### SECOND YEAR

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<td>Business Law</td>
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<td>Industrial Relations</td>
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<td>Principles of Economics</td>
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<td>Sociology or Religion</td>
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<td>Mathematics of Finance</td>
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<td>Principles of Marketing</td>
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<td>Principles of Economics</td>
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<td></td>
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29
**SECOND YEAR**

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<thead>
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<tr>
<td>Salesmanship</td>
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**THIRD YEAR**

| Personnel Management | 3 | Personel Problems | 3 |
| American Economic History | 2 | American Economic History | 2 |
| Sociology or Religion | 2 | Sociology or Religion | 2 |

**FOURTH YEAR**

| Retail Merchandising | 3 | Retail Merchandising | 3 |
| Business Law | 2 | Business Law | 2 |
| Advertising | 2 | Advertising | 2 |

**Certificate in Traffic Management**

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<tr>
<td>Economic Geography</td>
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<td>Statistics</td>
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<td>Business Psychology</td>
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Certificate in Secretarial Practice
(Prerequisite—one year of typing and shorthand.)

**FIRST YEAR**

<table>
<thead>
<tr>
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<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
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<td>2</td>
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<tr>
<td>Dictation and Transcription</td>
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<td>Dictation and Transcription</td>
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<tr>
<td>Bookkeeping</td>
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**SECOND YEAR**

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<td>Dictation and Transcription</td>
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<td>Logic</td>
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<td>Office Procedure</td>
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**THIRD YEAR**

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<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
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<tbody>
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<td>Sociology or Religion</td>
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**FOURTH YEAR**

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**Pre-Legal Course**
(Four years—90 credits—four nights a week)

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

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Philosophy of Nature</td>
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<td>Latin or Modern Language</td>
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<tr>
<td>Principles of Economics</td>
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<td>Taxation</td>
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### Fourth Year

<table>
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<tbody>
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<td>Labor Relations</td>
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<td>Advanced English</td>
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</table>

### Pre-Legal Course

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

### First Year

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<th>Hrs.</th>
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<tbody>
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<tr>
<td>Introductory Accounting</td>
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<td>Logic</td>
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<td>Speech</td>
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### Second Year

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<td>History of Europe</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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### Bachelor of Arts

#### First Year

**First Semester**

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**Second Semester**

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### Second Year

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<td>Christian Origins</td>
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<td>Latin</td>
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### Third Year

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<tr>
<td>History of Europe</td>
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<td>Modern Language</td>
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### Fourth Year

<table>
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<td>Cosmology</td>
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<td>Creation and Redemption</td>
<td>2</td>
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<tr>
<td>Philosophy of Man</td>
<td>3</td>
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<tr>
<td>History of Europe</td>
<td>3</td>
</tr>
<tr>
<td>Modern Language</td>
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### Fifth Year

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<td>Minor Subject</td>
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### Sixth Year

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<td>Marriage</td>
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<tr>
<td>Speech</td>
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Bachelors of Business Administration
(Major in Accounting—Minor in Economics)

### First Year

<table>
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<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
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<td>3</td>
<td>Rhetoric and Composition</td>
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<td>Logic</td>
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<td>Logic</td>
<td>2</td>
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<tr>
<td>Mathematics</td>
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## Second Year

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<tr>
<td>Christian Origins</td>
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<tr>
<td>History of Europe</td>
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## Third Year

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<tr>
<td>Cost Accounting</td>
<td>3</td>
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<tr>
<td>Speech</td>
<td>2</td>
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<tr>
<td>Creation and Redemption</td>
<td>2</td>
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<tr>
<td>Money and Banking</td>
<td>3</td>
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## Fourth Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Accounting Problems</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td>2 or 3</td>
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## Fifth Year

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>Marriage</td>
<td>2</td>
</tr>
<tr>
<td>Metaphysics</td>
<td>3</td>
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<tr>
<td>Business Law</td>
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## Sixth Year

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Taxation</td>
<td>3</td>
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<tr>
<td>Christian Culture</td>
<td>2</td>
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<tr>
<td>Principles of Ethics</td>
<td>3</td>
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<tr>
<td>Cosmology</td>
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### Bachelor of Business Administration

(Major in Economics—Minor in Accounting)

## First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>Introductory Accounting</td>
<td>3</td>
<td>Introductory Accounting</td>
<td>3</td>
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<tr>
<td>Rhetoric and Composition</td>
<td>3</td>
<td>Rhetoric and Composition</td>
<td>3</td>
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<tr>
<td>Mathematics</td>
<td>3</td>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>History of Economics</td>
<td>2</td>
<td>History of Economics</td>
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## Second Year

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Principles of Economics</td>
<td>2</td>
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<tr>
<td>History of Europe</td>
<td>3</td>
</tr>
<tr>
<td>Logic</td>
<td>2</td>
</tr>
<tr>
<td>Intermediate Accounting</td>
<td>3</td>
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## Third Year

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<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>Money and Banking</td>
<td>3</td>
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<tr>
<td>Cost Accounting</td>
<td>3</td>
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<tr>
<td>Business Law</td>
<td>2</td>
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<tr>
<td>Christian Origins</td>
<td>2</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
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<tr>
<td>Cost Accounting</td>
<td>3</td>
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<tr>
<td>Business Law</td>
<td>2</td>
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<tr>
<td>The Church</td>
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## Fourth Year

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<tr>
<th>Course</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>English</td>
<td>3</td>
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<tr>
<td>Creation and Redemption</td>
<td>2</td>
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<tr>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>Philosophy of Man</td>
<td>3</td>
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<tr>
<td>English</td>
<td>3</td>
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<tr>
<td>The Sacraments</td>
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## Fifth Year

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<th>Course</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>Marriage</td>
<td>2</td>
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<tr>
<td>Cosmology</td>
<td>2</td>
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<tr>
<td>Speech</td>
<td>2</td>
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<tr>
<td>Personnel Problems</td>
<td>3</td>
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<tr>
<td>The Family</td>
<td>2</td>
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<tr>
<td>Cosmology</td>
<td>2</td>
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<td>Speech</td>
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## Sixth Year

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<tr>
<th>Course</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>Advanced Economics</td>
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<tr>
<td>Ethics</td>
<td>3</td>
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<tr>
<td>Metaphysics</td>
<td>3</td>
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<tr>
<td>Christian Culture</td>
<td>2</td>
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<tr>
<td>Advanced Economics</td>
<td>2</td>
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<tr>
<td>Individual and Social Ethics</td>
<td>3</td>
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<tr>
<td>Metaphysics</td>
<td>3</td>
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<tr>
<td>Thesis</td>
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## Bachelor of Philosophy

### First Year

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>First Semester Hrs.</td>
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<tr>
<td>Second Semester Hrs.</td>
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<tr>
<td>Rhetoric and Composition</td>
<td>3</td>
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<tr>
<td>Modern Language</td>
<td>3</td>
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<tr>
<td>Algebra</td>
<td>3</td>
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<tr>
<td>Rhetoric and Composition</td>
<td>3</td>
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<td>Modern Language</td>
<td>3</td>
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<td>Trigonometry</td>
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<td>Year</td>
<td>Subject</td>
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<td><strong>SECOND YEAR</strong></td>
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<td></td>
<td>Modern Language</td>
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<td>Science</td>
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<td>Christian Origins</td>
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<td>History of Europe</td>
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<td><strong>THIRD YEAR</strong></td>
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<td>English</td>
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<td>Creation and Redemption</td>
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<td><strong>FOURTH YEAR</strong></td>
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<td>Major Subject</td>
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<td>Speech</td>
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<td>Cosmology</td>
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<td>Minor Subject</td>
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<td><strong>FIFTH YEAR</strong></td>
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<td>Major Subject</td>
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<td>Christian Culture</td>
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<td>Metaphysics</td>
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<td>Ethics</td>
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<td>Thesis</td>
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<td><strong>TOTAL</strong></td>
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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. Hehemann

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
slowly because of background deficiency. *First semester course.*
Three credit hours. Two sections.  
Tuesday and Friday, 6:40 to 9:15.  
Section A—Mr. Tilton  
Section B—Mr. Burkhart

51. **Introductory Accounting.** A study of general accounting as applied to modern record-keeping for single proprietorships, partnerships and corporations, supplemented with practical problems and practice sets providing actual experience with general and special journals and ledgers; the preparation of adjusting and closing entries; trial balances; work sheets; balance sheets and profit and loss statements. *First semester course.* Three credit hours. Four sections.  
Tuesday and Thursday, 6:40 to 10:10.  
Section C—Mr. Walker  
Section D—Mr. Weber

52. **Introductory Accounting.** A continuation of Accounting 51. Practical application of the voucher system, controlling accounts, departmental accounts, use of charts of accounts; study of authorization and issuance of capital stocks and bonds; computation of premiums and discounts; distribution of profits; determination of fire loss; manufacturing costs and preparation of manufacturing costs statements. *Second semester course.* Three credit hours. Four sections.  
Tuesday, 6:40 to 10:10.  
Section A—Mr. Tilton  
Section B—Mr. Burkhart  
Thursday, 6:40 to 10:10.  
Section C—Mr. Walker  
Section D—Mr. Weber

**Upper Division Courses**

151. **Intermediate Accounting.** A thorough course in theory and problems in which various methods of solving practical accounting problems are presented. The course supplies a broad background of accounting theory that will enable the student to recognize accepted differences in accounting methods and to develop individual convictions in matters of accounting principles. Knowledge of working paper layout is a primary requisite; problems offered are a challenge to the student's ability to reason, to observe, and to make proper decisions on the basis of known facts. Prerequisite: Accounting 51 and 52. *First semester course.* Three credit hours. Two sections.  
Wednesday or Friday, 6:40 to 9:15.  
Mr. Wessendarp  
Mr. Voet

152. **Intermediate Accounting.** A further development of the practical aspects of Accounting, illustrating accepted methods of valuation and depreciation; preparation of comparative reports and statement analyses. An explanation of the reasons for various accounting reports, co-ordinated with problems that stimulate the interest of
the students in research and extra-curricular study in Accounting and related subjects. **Prerequisite:** Accounting 151. **Second semester course.** Three credit hours. Two sections.

**Wednesday or Friday, 6:40 to 9:15. Mr. Wessendarp**

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.** Three credit hours.

**Wednesday, 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, including standard cost set. Numerous chapter problems and questions. **Prerequisite:** Accounting 155. **Second semester course.** Three credit hours.

**Wednesday, 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. Schlegel

164. Auditing. A continuation of Accounting 163. Second semester course. Three credit hours. Friday, 6:40 to 9:15. Mr. Schlegel

165. C.P.A. Review. Practical accounting to assist students and practitioners for C.P.A. examination. Previous courses or practical accounting experience required. Theory, auditing, practical accounting, and business law, based upon recent examinations by various State Boards and the American Institute of Accounts. First semester course. Three credit hours. Friday, 6:40 to 9:15. Mr. Finucan

166. C.P.A. Review. Continuation of Accounting 165. Special practice to develop quick understanding of problems and appropriate solution, under conditions similar to those in examination room. Problems to develop accuracy and speed within limited time. Second semester course. Three credit hours. Friday, 6:40 to 9:15. Mr. Finucan

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 (magazine, newspaper, mail, outdoor and radio), it enables the student to understand problems involved in advertising preparation and their relationship in the process of influencing the buying public. *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.

144. **Advanced Advertising: Copywriting.** A continuation of Economics 143. *Second semester course.* Two credit hours.

**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. \textit{Two semester course.} Six credit hours. (1949-1950.)

\textbf{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. \textbf{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. \textit{Two semester course.} Four credit hours. Two sections.

Thursday, 6:40 to 8:20. Mr. Peters

33. \textbf{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. \textit{First semester course.} Two credit hours. Two sections.

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

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

34. \textbf{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. Luken
Thursday, 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. Second semester course. Three credit hours.

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

108. Labor Law. First semester course. Two 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. Flamm
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. (1949-1950.)

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.

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.

   Tuesday, 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. Link

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. Link

137. Retail Merchandising. Analysis of fundamental principles underlying the operation of retail stores. Store location; layout and merchandise classification; types of store organization; buying, selling and pricing methods and policies; publicity and promotion; store system and store service; general policies and controls. *First semester course.* Three credit hours. (1949-1950.)

139. Consumer Economics. A study of buying methods and techniques, budgeting, evaluation of marketing values in American and world markets, and of sales and advertising factors influencing consumer purchases and choices. U. S. Government publications—"Consumer Research" and "Consumers Union"—together with several independent publications are studied. The course affords beneficial training in wise and economical purchasing and consumption. *First semester course.* Three credit hours. (1949-1950.)

(Cf. page 41 for course description.)

(Cf. page 41 for course description.)

143. Advanced Advertising: Copywriting.
(Cf. page 41 for course description.)

144. Advanced Advertising.
(Cf. page 41 for course description.)

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 business will find here either a refresher course or a knowledge of the basic principles of marketing. Emphasis is placed upon the necessity of adequate preparation, the correct procedure in approaching the buyer, the proper kind of presentation and the importance of closing a sale. Learning to sell by actually selling in class demonstrations. Acquiring poise and the ability to speak in public. The pitfalls to avoid in selling. Experience in prepared sales argumentation and impromptu debate. Final development of the primary characteristics of a successful salesman. *Two semester course.* Four credit hours.

Tuesday, 6:40 to 8:20. Mr. Spaeth

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.

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

161-162. Business Law and Contracts; Agency; Property, Real and Personal. 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 a part of each class period. Two semester course. Four credit hours. Two sections.

Tuesday, 6:40 to 8:20. Mr. Settemayer
Thursday, 8:25 to 10:10. Mr. Longano

165. Interstate Commerce Law. Two semester course. Four credit hours. (1949-1950.)

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.

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


174. Business Organization and Management. A study of the basic principles and theories of managerial organization; development of theories of organization; organization structure; types of organization; managerial control techniques; functions of the executive; management as a profession; relations of the business organization with society and government. Prerequisites: Ec 33, 34. Second semester course. Three credit hours.

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

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.

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

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—stimulates his intellectual and emotional reactions, and supports and enriches his power of communication. The literature of England and of America informs him of the past and the present, and keeps alive his civilized traditions. Through its benign influence he is brought to understand his fellowmen; to live purposefully and composedly; to see beyond the ordinary; even, perhaps, through goodness, truth, and beauty, to glimpse the stars.

1. 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.

Monday and Wednesday, 6:45 to 9:15. Mr. Patel


Monday and Wednesday, 6:40 to 9:15. Mr. Patel

5. News Writing.

(Cf. page 52 for course description.)


(Cf. page 52 for course description.)
21-22. Business English. Fundamental principles of English; English composition as applied to all business correspondence; application of English principles to effective business letter writing and the writing of well organized business reports. Emphasis is placed upon the attitude of the correspondent toward the addressee; qualities, appeal, form and parts of a business letter and business report. Two semester course. Four credit hours. Four sections. 
Tuesday, 6:40 to 8:20 or 8:25 to 10:10. 
Thursday, 6:40 to 8:20 or 8:25 to 10:10. 
Mr. Brearton 
Mr. Gartner 
Mr. Glenn 
Mr. A. Nolan

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. (1949-1950.)

107. Publicity: Public Relations. 
(Cf. page 52 for course description.)

108. Publicity: Public Relations. 
(Cf. page 53 for course description.)

120. Modern Drama. A course in modern European and British drama. First semester course. Three credit hours. 
Wednesday, 6:40 to 9:15. 
Mr. J. Nolan

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

142-143. Survey of English Literature. This course is designed to be 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.

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. Thursday, 6:40 to 9:15. Mr. Feldhaus

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. Thursday, 6:40 to 9:15. Mr. Feldhaus

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'Neill, 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, Belloc, 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 course covers the period ending in 1865. **Two semester course.** Six credit hours. (1949-1950.)

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. J. Nolan
189. Catholic Literature. This course will include lectures on Newman, Thompson, Hopkins, Johnson, Chesterton, Merton and Lowell. *Second semester course*. Three credit hours. Monday, 6:40 to 9:15. Mr. J. 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. Fr. Link

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. Fr. Link

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. (1949-1950.)

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. (1949-1950.)

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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. (1949-1950.)

150. The History of Ohio, 1861-19—. A course in the geography, early travels, Indian troubles, land companies, city and town beginnings, constitutional and political development, culture, education and social character of the state. First semester course. Three credit hours. (1949-1950.)

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.

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.)

151. 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.


Monday, 6:40 to 9:15. Dr. Moore

183. The Far East. A study of China from ancient times in its setting of Pacific neighbors, and of its modern competitor, Japan. Early culture; European contact; Westernization; political tangles; current pressures; American interests. Second semester course. Three credit hours.

Monday, 6:40 to 9:15. Dr. Moore

121. Comparative Government. A comparative study of representative types of government; constitutional beginnings, organization, methods of legislation and administration. Special attention will be given to the governments of France, Germany, Great Britain, Japan, the U.S.S.R. Second semester course. Three credit hours. Wednesday, 6:40 to 9:15. Mr. Peters

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. Faced 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. Tuesday, 6:40 to 8:20. Mr. Koester

6. Newspaper Analysis. The social functions of a newspaper, its editorials, crusades. Operation of special departments and the presentation of radio news. The newspaper method of covering the vital news sources. Continued exercises in writing news stories. Prerequisite: Journalism 5. Second semester course. Two credit hours. Tuesday, 6:40 to 8:20. Mr. Shea

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. Wednesday, 6:40 to 9:15. Mr. Castellini
Second semester course. Two credit hours.
Wednesday, 6:40 to 9:15. Mr. Castellini

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.

11. Livy. Books xxi and xxii are read for a study of Livy's style in contrast with that of the Cicereonian period. Discussion of Livy's reliability as an historian. Second semester course. Three credit hours.
Monday, 6:40 to 9:15. Dr. Wirth

Upper Division Courses

133. Latin Lyric Poetry. First semester course. Three credit hours.
Monday, 6:40 to 9:15. Dr. Wirth

NOTE: Courses to be offered in 1949-1950 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.
Tuesday, 6:40 to 9:15. Mr. Steuer

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.
Tuesday, 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.
Tuesday, 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. (1949-1950.)

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. (1949-1950.)

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. Copelli

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.

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


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

### 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. (1949-1950.)


**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. Mr. Rieselman
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. 
Mr. Rieselman

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

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**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. 
Friday, 6:40 to 9:15.
Mr. Bourgeois

121. **Nineteenth Century German Literature.** Main currents of German Literature from the rise of Romanticism to the flowering of Naturalism, from Novalis to Nietzsche. *First semester course.* Three credit hours. (1949-1950.)

122. **Nineteenth Century German Literature.** Continuation of German 121. *Second semester course.* Three credit hours. (1949-1950.)

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**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. Meirose

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. Inserni

Wednesday, 6:40 to 9:15.
Mr. Inserni
Upper Division Courses

121. The Spanish Novel of the Renaissance. A study of the works of the leading novelists of the fifteenth and sixteenth centuries. Lectures and discussions in Spanish. Collateral readings. First semester course. Three credit hours.
Friday, 6:40 to 9:15. Mr. Vasquez

122. Novela Del Siglo De Oro. The development of the novel during Spain’s literary Golden Century closing with Cervantes' Don Quijote. Three credit hours.

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.


130. Modern Short Story. Lectures, readings and discussions on the best known contemporary short stories. First semester course. Three credit hours. (1949-1950.)


143. Nineteenth Century Drama. The romantic theme predominates throughout the century in Spanish letters. Through the study of selected plays the student has the opportunity to become acquainted with the most prominent dramatists of the epoch. Second semester course. Three credit hours.
Friday, 6:40 to 9:15. Mr. Vasquez

161. Spanish Authors. A course devised to give the student a general knowledge of the leading figures in Spanish letters. Lectures and discussions in Spanish. Three credit hours. (1949-1950.)
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. Four sections.

- Tuesday, 6:40 to 8:20 and 8:25 to 10:10. Mrs. Childress
- Thursday, 6:40 to 8:20 and 8:25 to 10:10. Mr. Sauter
- Tuesday, 6:40 to 8:20. Fr. Uhl
- Thursday, 6:40 to 8:20. 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.

- Tuesday, 6:40 to 9:15. Dr. Harkins

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.* Four credit hours.

- Thursday, 6:40 to 8:20. Fr. Hetherington


- Tuesday, 6:40 to 9:15. Mr. Scharper

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. Two sections.

Monday and Friday, 6:40 to 9:15.

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.

Thursday, 6:40 to 9:15.

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.

Thursday, 6:40 to 9:15.

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 specu-
lative principles. Prerequisite for all upper division Psychology courses. **First semester course.** Three credit hours. Two sections. Monday and Friday, 6:40 to 9:15.

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 acquirement of skills. The training of the human will toward a harmonious, moral, Christian personality. **First semester course.** Two credit hours.

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.

122. **Child Psychology.** The genesis of consciousness on the background of a human organism. 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.

131. **Applied Psychology: Humanology.** Methods and technique in human motivation and efficiency. Sex differences. Personality improvement, notably tact, social intelligence and diplomacy. Facts and frauds involved in such popular catch-words as "personality," "selling yourself," "the psychological moment." Ways in which emotions may short-circuit thinking processes. **First semester course.** Two credit hours.

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. **First semester course.** Two credit hours.
logical 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.

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.

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. Thursday, 8:25 to 10:10. Dr. Hamel

142. Mental Hygiene. A review of the modern medical and clinical methods of psychotherapy. Etiology, prognosis, prophylaxis. Treatment of juvenile psychopathies, and of the physical, mental, and emotional deviations peculiar to the adolescent; the question of sex enlightenment. Psychiatric social service. Appreciation and criticism of the various systems of mental healing. The roles of religion. Second semester course. Two credit hours. Thursday, 8:25 to 10:10. Dr. Hamel

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.

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.

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.)

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

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. Nieporte

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. (1949-1950.)

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. (1949-1950.)
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. Wednesday, 6:40 to 8:20. Thursday, 6:40 to 8:20. Mr. Fraser

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. Wednesday, 6:40 to 8:20. Thursday, 6:40 to 8:20. Mr. Fraser

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. Dr. Harkins


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. Friday, 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 Literature, beginning with the Apostolic Age and continuing through the centuries to the present day. Given as English 188. First semester course. Three credit hours. Monday, 6:40 to 9:15. Mr. J. Nolan

189. Catholic Literature. This course will include lectures on Newman, Thompson, Hopkins, Johnson, Chesterton, Merton and Lowell. Second semester course. Three credit hours. Monday, 6:40 to 9:15. Mr. J. Nolan
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 48 for course description.)

51, 52. Introductory Accounting.
(Cf. page 38 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.

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.
Wednesday, 6:40 to 8:20. Mr. Fraser
Thursday, 6:40 to 8:20.

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.
Wednesday, 6:40 to 8:20. Mr. Fraser
Thursday, 6:40 to 8:20.

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. Dr. Harkins

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.
Friday, 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. Maupin
Thursday, 8:25 to 10:10. 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. (1949-1950.)


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.

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.

Monday, 6:40 to 8:20. Mr. Dial
Monday, 6:40 to 8:20  

Mr. Dial

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