ST. XAVIER COLLEGE,
CINCINNATI, OHIO.

College of Commerce, Accounting and Finance.

St. Xavier College is ready to open a new department, a college that will give to the rising business man the correct and scientific principles of business. Ethics and Political Economy will form the ground work on which the study of the science of business is to be erected. Accounting, all-important in the present business world, will be a special and strong feature. Commercial Law, so helpful to the business man, will broaden the outlook and offer a safeguard in business pursuits. Business administration, finance and financial transactions will be analyzed scientifically.

Commercial Spanish and German will help to extend the field of business enterprise.

The ALUMNI ASSOCIATION has taken a lively interest in the new department. The magnificent meeting, held on Wednesday evening, September 13th, so large in the number of attendants, so enthusiastic in the support of the plan, and so efficient in practical schemes to get the work started, augurs well for the success of the College of Commerce, Accounting and Finance.

The course, which combines in graded and systematic correlation all the different ramifications of business principles and practices, consists of three years, so arranged as to entitle to the degree of Bachelor of Commercial Science, and will serve to prepare for the examination of the Ohio State Board of Accountancy, with power to practice as a Certified Public Accountant in the State of Ohio.

Minimum requirement for entrance of the degree student is a certificate of having completed a high school of four years or its equivalent.

The session will be held on three evenings of the week. Monday, Wednesday, Friday, from 7:30 to 9:30.

Place of session: St. Xavier College Lecture rooms, on Seventh and Sycamore.

Tuition: $30.00 per year for the full course of 30 weeks, 3 evenings a week, payable in advance to the amount of $15.00 per semester of 15 weeks. This low tuition of $1.00 per week was decided on for the present in order to bring this splendid opportunity to the door of every aspiring young man.
Advantages for the student in the regular course: Efficiency in business, produced by the wider outlook and the more solid basis of scientific principles of business.

Special students are those who wish to take up one or the other branch of the complete course. Entrance requirements for a special student are: Minimum age of 18 years; ability to follow with profit the selected branches.

Special students may qualify as regular students when they can meet the entrance requirements.

For students in accounting a knowledge of bookkeeping is a pre-requisite.

Tuition for Special Students.

One evening per week (2 hours) for 30 weeks .................. $15.00
Two evenings per week (4 hours) for 30 weeks .................. $25.00

Commercial Spanish or German, $1.00 per week for two hours.

Classes will be opened if there are at least ten applicants.

Special lectures on practical business problems, which will be given every second week, are open to all the students and their friends.

In the year 1911-1912 only first year courses will be offered.

Program of Studies for 1911-1912.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday.</th>
<th>Wednesday.</th>
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<tr>
<td>7:30</td>
<td>Ethics, 30 hours.</td>
<td>Theory of Accounts, 30 hours.</td>
<td>Commercial Law Contracts, 30 hours.</td>
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<tr>
<td>8:30</td>
<td>Political Economy, 30 hours.</td>
<td>Practical Accounting, 30 hours.</td>
<td>Negotiable Instruments, 15 hours.</td>
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<tr>
<td></td>
<td></td>
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<td>Sales and Agency, 15 hours.</td>
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</tbody>
</table>

Time for commercial Spanish and German will be arranged later.

FACULTY.

Rev. Francis Heiermann, S. J. .................. President.
Rev. John F. McCormick, S. J. ............ Professor of Ethics and Political Economy.
Frederick R. Leach, C. P. A. ................. Professor of Accounting.
Denis F. Cash ......................... Professor of Law (Contracts).
Edward Moulinier ...... Professor of Law (Negotiable Instruments).
William A. Geoghegan ...... Professor of Law (Sales and Agency).
C. Louis Coffin ..................... Instructor in Commercial Spanish.

Names of lecturers will be announced later.
GENERAL OUTLINE OF COURSES FOR THE THREE YEARS.

Ethics.

1. A general treatment of the morality of human actions, and of rights and obligations with special reference to commercial transactions. (1911-12) 30 hours.

2. Ethical aspects of special economic and commercial problems.

Political Economy.

1. The theory of political economy in regard to production, consumption, exchange and distribution of wealth. (1911-12) 30 hours.

2. Advanced economic problems.

ACCOUNTING.

I. Theory of Accounts. 30 hours.
II. Practical Accounting. (1911-12) 30 hours.
Corporation Accounting.
Cost Accounting.
Accounting Problems.
Auditing.
Expert Accountancy.

LAW.

Contracts. 30 hours.
Negotiable Instruments. 15 hours.
Sales and Agency. (1911-12) 15 hours.
Partnership and Corporations.
Bailments and Carriers.
Bankruptcy and Receivers.
Tenancy and Insurance.
Taxation.

BUSINESS ADMINISTRATION AND FINANCE.

Credits and Collections.
Money.
Investments.
Business Management.
Advertising.
Salesmanship.
Factory Organization.
Railroad Organization and Management.
Telephone and Telegraph Companies.
Banking.
Brokerage.
Insurance.
Real Estate.

COMMERCIAL LANGUAGES.

Commercial Spanish.
Commercial German.

In all the branches the best and latest text-books will be used as guides. A reference library has been started.

Detailed information regarding the new department will be given as the College of Commerce, Accounting and Finance will develop from year to year.

This school is open to all worthy students irrespective of religious belief.

Special Request to the Alumni and their Friends.

Send names of persons who intend to take this course as soon as possible to the President of St. Xavier College of Commerce, Accounting and Finance, Seventh and Sycamore, Cincinnati, Ohio.

Write to have circulars sent to any prospective student.

Formal opening of the College Monday, October 9, 1911, at 7:30 p. m., at St. Xavier College, Seventh and Sycamore.

WILLIAM A. GEOGHEGAN,
ERNEST DU BRUL,
LEO VAN LAHR,
WILLIAM A. BYRNE,
EDWARD MOULINIER,
CHARLES W. DUPUIS,
DENIS F. CASH,

The Committee.

REV. F. HEIERMANN, S. J.,
President.
The Alumni of St. Xavier College have made the opening of this department a great success. Their efforts are deeply appreciated by the College, and their continued interest is solicited especially in securing new students in this and all the other departments.

Send for copies of prospectus or send in addresses to which copies should be mailed.
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General Statement.

St. Xavier College of Commerce, Accounts and Finance was opened in October, 1911, for the benefit of young men, irrespective of their religious adherence, who have brains, energy and the ambition to succeed in business, and who realize that thorough preparation is essential to success.

That there was a demand for a higher and more adequate system of education adapted to the requirements of modern commercial life was proved by the gratifying enrolment of a hundred young men during this first year, who either as regular or special students kept up their interest to the end of the session.

The work of this new department of St. Xavier College is distinctively practical. Its instructors are men of affairs. Its aim is to educate men in the methods of present-day business and thereby to add to their efficiency, keeping in mind, however, the eternal principles of truth and honesty as laid down in sound ethics and general doctrines of political economy which are based on correct ethics.

Efficiency in this widest sense means a great deal more than mere skill in performing routine task. It implies breadth of view, keenness of observation, grasp of underlying principles, in one word, development of brain power for business activity.

The courses of instruction are so selected as to illustrate, correlate and draw together principles and facts of information which will form a business mind able to grasp in a given business scheme and situation the principles involved, to apply his trained talent at once to essentials and to determine upon the best business methods.
The College is especially well equipped to train men for:

- Public Accounting.
- Banking.
- Manufacturing.
- Mercantile Business.
- Stock, Bond and Produce Brokerage.
- Fire and Life Insurance.
- Credit Work.
- Real Estate Brokerage.
- Journalism.
- Advertising, Salesmanship.

The different subjects selected to give a thorough business preparation aim at something much broader than that which is usually the object of the ordinary business college. The courses will appeal, it is hoped, also to those men actually engaged already in business who wish to understand the science of commerce and finance in order to arrive at greater efficiency.

The subjects of instruction may be broadly classified under four groups:

- **Ethics and Political Economy** with its subdivision economic resources, industrial organization, capital and labor, political science, sociology.

- **Accounting** in its theory, practical problems, advanced and special accounting, preparing for the work of the professional accountant.

- **Commerce and Finance**, viz: Credits and collections, investments, money and banking, transportation, specific kinds of business and manufactures, foreign exchange, real estate, etc.

- **Law for the Business Man**. Instruction in law has been designed not only for those who are preparing for the profession of Certified Public Accountancy, but also for men in general commercial or business life. The law subjects are those which are of the greatest importance to the practical business man and will help him to become his own lawyer in the ordinary legal affairs of his business. Starting with the ground work of all law, viz: contracts, agency and sales are studied during the first year. Negotiable Instruments, Bailments and Carriers, Law of Bankruptcy will be the subjects of the second year. Corporation, Tenancy and Insurance, Taxation, Real Estate will complete the law in the third year.
The methods of instruction in law eliminate purely technical details, but retain all the rules and principles of each subject. Actual cases upon which the courts have rendered their decisions will be explained and discussed.

**Commercial Spanish and German.**

Commercial Spanish and Commercial German will be offered. Other special courses may be given, but the College reserves at all times the right to withdraw any course in which there are not enrolled at least ten students.

**Second Year Branches.**

In September, 1912, this new department will enter upon its second year. The branches of the first year will remain as last year. Students who entered last October who have taken the work of the first year will be very much interested in the courses outlined for the second year. For each branch very competent instructors have been selected.

Preliminary Bookkeeping.

For students who need a preliminary course in Bookkeeping in order to follow the freshman class in Accounting, a special course in Bookkeeping will be opened, beginning Monday, August 19th. Applicants for this preliminary branch should apply not later than Sunday, August 11th. Sessions will be held on at least three evenings, Monday, Wednesday and Friday, during the week.

**Registration.**

Registration week, Monday, September 9th to 15th.
Opening, Monday, September 16th.

**Degrees for Regular Students.**

The degree of Bachelor of Commercial Science will be conferred on those who have done satisfactorily three years work of 180 hours each year. The program is so arranged as to prepare for the examination of the Ohio State Board of Accountancy, with power to practice as a Certified Public Accountant in the State of Ohio. This is a profession in which many able young men may find employment as it is not overcrowded like the professions of law and medicine.
Special Students.

Special students are those who do not work for a degree but wish to study one or the other branch of the complete branch. A certificate will be given for the successful completion of each branch.

Entrance Requirements.

Minimum requirement for the degree student is a certificate of having completed a high school of four years or its equivalent. It is desirable that the applicant have obtained the degree of Bachelor of Arts or have finished some college work.

Entrance requirement for special students are: Minimum age of 18 years; ability to follow with profit the selected branches.

Location and Time of Sessions.

The sessions are held in the College buildings, situated on Seventh and Sycamore, on evenings from 7:30 to 9:30. The place is easily reached from all parts of the city.

A reference library has been started and may be consulted by the students not only in the evenings but also during the day.

Tuition for Regular Students.

$30.00 per year for the full course of 30 weeks, three evenings a week, payable in advance to the amount of $15.00 per semester. This low tuition was decided on for the present in order to bring this splendid opportunity to the door of every aspiring young man.

Tuition for Special Students.

One evening per week (2 hours) for 30 weeks ............. $15.00
Two evenings per week (4 hours) for 30 weeks ............. $25.00
Commercial Spanish or German, $1.00 per week for two hours.

Special Lectures.

Special lectures on practical business problems will be given from time to time as far as the regular work permits.
Faculty.

Rev. Francis Heiermann, S. J. ......................... President.
Frederick R. Leach, C. P. A. ......................... Accounting.
Denis F. Cash, A. M. LL. B. ......................... Contracts, Agency.
William A. Geoghegan, A. M. LL. B ...................... Sales.
Secretary The Miller, DuBrul & Peters Mfg. Co.
James Heekin ...................................... Business Management.
of The James Heekin Co.
Richard Crane .................................... Credits and Collections.
Dun Agency.
Theodore F. Geisler ................................. Investments
Secretary Central Trust & Safe Deposit Co.
.................................................... Law of Bankruptcy.
William T. Burns, A. M. ....................... Preliminary Bookkeeping.
Francisco de Soler ................................. Commercial Spanish.
J. D. Cloud, A. M. ... Accounting for the Practical Business Man.
Outline of Courses.
ETHICS AND ECONOMICS.
First Year.

1. Ethics.
   A study of the fundamental principles of morality with their applications to conduct in individual and social life. Individual rights and duties; society, its nature, origin and purpose. Lectures, recitations and discussions.
   Thirty hours; Monday at 7:30.
   Professor McCormick. Text, Coppens.

2. Economics.
   The principles of economics. A treatment of the subject embracing the general theory of production, distribution, exchange and consumption. Lectures, problems and discussions, developing the meaning of economic questions.
   Thirty hours; Monday at 8:30.
   Professor McCormick. Text, Devas.

Second Year.

3. Economic Resources.
   Raw materials; sources; geographical distribution; exploitation; transportation; treatment and preparation of natural products and by-products for market; various industries engaged in handling these materials; capital invested; men employed; uses of the output.
   Lectures illustrated with specimens of raw materials and finished products when feasible.
   Fifteen hours; Monday at 7:30.
   Professor Morrissey. Text, Toothaker.

4. Industrial Organization.
   Brief historical survey. Extractive industries; transportation; manufacture; forms of industrial organization; commercial institutions; fundamental principles of administration; State interference and regulation; Government ownership.
COMMERCE AND FINANCE.

The student will be directed to do research work and to propose it to the class for discussion.

Ernest F. DuBrul. Fifteen hours. Text, McVey.

James Heekin, of the Heekin Can Co., will lecture on Business Management.

1. Credits and Collections.

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

Richard Crane. Fifteen hours.

2. Investments.

1. Definition of Investment; investment and speculation compared; history of modern investment; the industrial system; present conditions of investment; security; income; general survey of various classes and grades of investment; market elements; premiums and discounts; rates and bases; prices and quotations; salability.

2. Government and State bonds; history; present conditions of security and income; market elements.

3. Municipal and county bonds; the various grades; security and income; municipal financial statements; consideration of the character of improvements to be made by the issue; sinking funds; State laws regulating issues.

4. Corporation bonds; the various classes of corporation mortgage bonds; the trust deed.

5. Corporation bonds; collateral bonds; guaranteed bonds; income bonds; convertible bonds; equipment bonds; analysis of corporation balance sheets and income accounts; security of corporation bonds; market elements.

6. Stocks; common and preferred stocks compared; history of modern stock investments; actual and possible security of preferred stocks.


Third Year.

(Not taught 1912-13.)

Money and banking; brokerage; foreign exchange; railroad organization and management; transportation; labor movement and labor legislation; social problems and reform movements (charity); advertising; salesmanship.
Accounting.

Preliminary Bookkeeping.
Beginning on Monday, August 18th.

This course is given as a necessary preparation for course in Accounting. The course covers, in a graded and rational way, all transactions which are likely to occur in the conduct of a business.

Special attention is given to journalizing, single entry, double entry, the development of the original journal into modern journals, such as cash, sales, purchases, notes, bills receivable and payable, controlling accounts.

This course will begin Monday, August 18th.
Application should be made as soon as possible, not later than Sunday, August 11th.

First Year.

Principles of Accounting. Thorough foundation in the fundamental principles. Laboratory practice by the student under the guidance of the instructor. A complete series of transactions in books of account to be worked out by the student. The matter is analyzed and demonstrated; demonstration supplemented by elementary theory and principles involved.

The transactions are founded on cases taken from actual practice. Beginning with accounts of a sole proprietor in single entry method, the change is made to double entry. The books are changed from cash basis to accrued basis. Simple trading goes over into manufacturing; partnership is added; a participation in the profits is sold to a third party; the original proprietor's part is taken by a new partner; the other partner dies; the remaining partner incorporates; the business of the co-partnership is taken over by a corporation; good will is involved in the transaction; the latest and best methods are introduced; a simple cost system is installed; goods are shipped and received on consignment; new capital is secured by a bond issue with a sinking fund clause; the corporation gets into financial difficulties; a receiver is appointed and the company is liquidated.

Financial statements are interspersed; balance sheets; statements of income, profit and loss, of receipts and disbursements; of affairs and deficiency, of realization and liquidation.

60 hours. F. R. Leach.
Second Year.

Accounting Practice. Principles taught in the first year are illustrated by practical problems. These problems are divided into two groups, those for demonstration, worked in the class room, and for practice, required as independent work of the students.

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

Miscellaneous problems, involving fiduciary accounts, of executors, trustees, agents.

F. R. Leach. Sixty hours.

Third Year.

Advanced problems. (Not taught 1912-13.)

A SPECIAL COURSE IN ACCOUNTING WILL BE OFFERED THIS YEAR.

Accounting for the Practical Business Man.

This course is intended for the experienced business man who, though well versed in the operating and selling end of his business, is handicapped by a proper understanding of the accounting end, for which he is consequently obliged to rely upon his subordinates. The course embraces the study of the Financial Statement in all its component parts, of what it should and should not contain, and of the best manner of handling some of the more important general accounts, such as Cash, Accounts Receivable, Equipment Accounts, Depreciation and Reserves, etc.

J. D. Cloud. Thirty hours.
Commercial Law.

First Year.

1. Contracts.
   Elements of a contract; kinds of consideration; illegal, fraudulent and other void contracts; construction of contracts; verbal and written contracts; statute of the frauds; how contracts may be terminated; specific performance; breach of contract; damages.
   Text, Anson. Denis F. Cash. Thirty hours.

2. Agency.
   The contract of agency; agency by ratification or estoppel; principals and agents; rights and duties of agents; termination of the contract of agency; what agencies may be revoked; remedies of agent and principal.
   Text, Mechem. Denis F. Cash. Fifteen hours.

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

Second Year.

   What instruments are negotiable; bills, notes, drafts and checks; acceptance of drafts; certified checks; defenses and suits brought on negotiable paper; partnership and corporation paper; rights and liabilities of endorsers; presentment; notice of dishonor, protest; certificates of deposit; bonds; certificates of stock; warehouse receipts, bills of lading, etc.

5. Bailments and Carriers; Bankruptcy.
   Mutual rights and duties of bailor and bailee; pledges; storage of goods; warehousemen; warehouse receipts, etc.
   Public and private carriers; shipment of goods; rights and duties of shipper, consignee and carrier; stoppage and loss in transit; bills of lading; state and federal regulation, etc.
Bankruptcy. Who may become bankrupt; voluntary and involuntary bankrupts; acts of bankruptcy; claims; preferences; discharge, etc.

Appointment; purposes; rights and duties of receivers and creditors.

Ben. B. Nelson. Fifteen hours.

Third Year.

(Not taught 1912-13.)

Corporations; tenancy and insurance; taxation and public finance; real estate.

Register of Students.

1911-1912.

Anderson, Robert E.  
Barber, Albert  
Barnhorn, Clement L.  
Bernd, Harry J.  
Bernd, Norbert J.  
Bohnert, Edwin J.  
Brady, L. J.  
Brennan, Charles H.  
Brendel, A. H.  
Bridwell, Charles O.  
Brisben, Joseph A.  
Burns, Thomas F.  
Clark, Leo F.  
Clark, John  
Cloud, Frank C.  
Cloud, P. Gregory  
Coffin, C. Louis  
Collins, George J.  
Crane, F. J.  
Cremering, Bernard  
Daly, Robert  
Dorger, Herbert  
Dyer, Walter  
Eberly, M. F.  
Ferguson, Edward A.  
Frey, Maurice  
Fritsch, L. A.  
Gellenbeck, Robert  
Geoghegan, Paul  
Graham, Robert  
Greenlee, William  
Grever, L. M.  
Grizmer, George  
Grollig, Joseph E.  
Grothaus, James G.  
Grunkemeyer, C. J.  
Gunning, Thomas  
Gutzwiler, George C.  
Harrigan, Joseph E.  
Harrington, J.  
Heckerman, A. W.  
Heckin, Daniel M.  
Heinrichsdorf, Paul  
Herbert, Henry J.  
Hoenemeyer, F. J.  
Ireland, W. A.  
Johannigmann, Elmer  
Kearney, Maurice J.  
Kennedy, Edward J.  
Kilgariff, James  
Kinney, W. J.  
Kloecker, William  
Kuhlman, Leo J.  
Linneman, A. J.  
Luebbers, A. L.  
Luebbers, Joseph  
Manley, William J.  
McCarthy, E. A.  
McCarthy, Joseph  
McSorley, H. A.
Social Circle.

A Social Circle of the St. Xavier College of Commerce, Accounts and Finance was formed shortly before Christmas. On December 10th a very pleasant social evening was spent in Moeller Hall. The members of the Faculty made suitable addresses. A reception was given at the Alms Hotel on Shrove Tuesday and was attended by nearly one hundred couples. On May 9th the first annual banquet took place at the Sinton Hotel. Mr. Richard Crane spoke on "Dreams and Dreamers," Messrs. D. F. Cash and F. R. Leach on the prospects of the new department. Rev. F. Heiermann, S. J., drew some valuable lessons for sturdiness and simplicity of character from the events of the early history of Cincinnati.

The officers of the Social Circle are:

L. A. Fritsch, President.
Jos. O'Brien, Vice-President.
E. A. McCarthy, Treasurer.
Wm. H. Peters, Secretary.
The session lasts thirty weeks. It is divided into two semesters, of fifteen weeks each.

The first semester begins Monday, September 16th, and ends Friday, January 11th.

The second semester begins Monday, January 13th, and ends the first week in May.

Registration week: Monday, September 9th, to Monday, September 16th.

Preliminary course in Bookkeeping, preparing for the Freshman Accounting, will open on Monday, August 16th, and will continue every Monday, Wednesday and Friday, until September 16th.

Applicants for Preliminary Bookkeeping should report not later than Sunday, August 11th.

A special course in Accounting for the Practical Business Man will be offered. Law subjects for the business man are of a very practical nature.

The College has under consideration a plan of giving a course in Journalism which would appeal to those young men of literary ability who do not take interest in Accounting. Names of applicants are desired.

For further information and application blank, apply to

St. Xavier College
Seventh and Sycamore Sts. CINCINNATI, O.