

THE YOUNGSTOWN INSTITUTE
OF TECHNOLOGY

ANNUAL CATALOGUE

of

The Youngstown
College of Law

1924-1925

(FOURTEENTH YEAR)

CO-EDUCATIONAL

OFFICES

17 N. CHAMPION ST.

CLASSROOMS

315 WICK AVE.

YOUNG MEN'S CHRISTIAN ASSOCIATION

YOUNGSTOWN, OHIO



CLASS OF 1924

Left to Right, Standing:- ✓ Samuel London, ✓ Samuel Friedman, ✓ John Horton,
 ✓ Harry Barrett, ✓ Raymond Tracy, ✓ Richard Daley,
 ✓ Mark Myers, ✓ James Gilboy.

Sitting:- ✓ Marie Prince, ✓ Grace Martin, ✓ Michael Danko, Judge George Gessner,
Dean of the Law School, ✓ Al Lowdermilk, ✓ Jennie Dore, ✓ Lena Ozersky,
 Absent, Benjamin Venette ✓

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First Vice President

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THE YOUNGSTOWN COLLEGE OF LAW

ADMINISTRATION

HOMER L. NEARPASS, A.M.....*Director of The Institute of Technology*
Educational Director of the Young Men's Christian Association

WALTER A. ZIMMERMAN, A.B.....*Assistant Educational Director*

JUDGE GEORGE H. GESSNER, LL.B.....*Dean of the College of Law*

FREDA R. FLINT.....*Registrar*

THE FACULTY

GEORGE H. GESSNER, LL.B.
 HENRY C. CHURCH, LL.B.
 CARL ARMSTRONG, A.B., LL.B.
 FRANCIS F. HERR, A.M., LL.B.
 HARRY P. McCOY, LL.B.
 DONALD B. LYNN, A.B., LL.B.
 ERSKINE M. MAIDEN, JR., A.B.
 CLIFFORD M. WOODSIDE, LL. B.
 WILLIAM T. SWANTON, LL.B.
 KNOWLES WYATT, A.B., LL.B.
 JESSE H. LEIGHNINGER, A.B., LL.B.

CALENDAR

1924—1925

FALL QUARTER, 1924

Major subjects begin September 29, 1924, end December 18, 1924.
 One-half majors begin September 29, 1924, end November 6, 1924.
 One-half majors begin November 10, 1924, end December 18, 1924.

WINTER QUARTER, 1925

Major subjects begin December 29, 1924, end March 19, 1925.
 One-half majors begin December 29, 1924, end February 5, 1925.
 One-half majors begin February 9, 1925, end March 19, 1925.

SPRING QUARTER, 1925

Major subjects begin March 23, 1925, end June 11, 1925.
 One-half majors begin March 25, 1925, end April 30, 1925.
 One-half majors begin May 4, 1925, end June 11, 1925.

SUMMER QUARTER, 1925

Major subjects begin July 6, 1925, end September 24, 1925.
 One-half majors begin July 6, 1925, end August 13, 1925.
 One-half majors begin August 17, 1925, end September 24, 1925.

Classes meet Monday and Thursday from
 7:00 to 8:30 and 8:30 to 10:00 P. M.

THE YOUNGSTOWN INSTITUTE OF TECHNOLOGY (INC.)

HISTORY

The Youngstown Association School was founded in 1888 by the Board of Trustees of the Youngstown Young Men's Christian Association as its Educational Department. This department bore the name: Association Institute until 1915. At this time it was formally organized under the laws of the State of Ohio as the Youngstown Institute of Technology. Last year it had an enrollment of nearly 1,500 students, with more than fifty instructors.

CHRISTIAN EMPHASIS

The Youngstown Institute of Technology, being maintained by the Y. M. C. A., places a Christian emphasis on all its work. While the school is open to students of all faiths and creeds, it seeks to foster Christian ideals rather than sectarian differences; it demands the exercise of self-reliance and responsibility in the student; opportunity and guidance are provided for the encouragement of a symmetrical moral and religious development. No attempt is ever made to influence or change a student's fundamental faith.

THE LAW SCHOOL

The College of Law, a department of the Institute of Technology was organized for the purpose of affording a sound legal training for students who desire to enter the profession of Law. The training is thorough, systematic and standardized. The faculty is composed of practical attorneys whose educational qualifications make them successful instructors.

OBJECTIVES AND METHODS OF INSTRUCTION

The law instruction of the Youngstown College of Law has the following objectives:

- (1) Familiarizing the student with the history of our laws and institutions.
- (2) Studying of various laws and the reasons for their existence.
- (3) Applying the rules and principles to actual cases.

Development of the ability of legal reasoning is emphasized. The method of instruction is the case method. Selected cases that have actually been decided are used as texts. Thus, from an analytical study of each case the student determines the operative facts, and the rule of law upon which the decision has been based, and finds the governing principles of law by the inductive method of reasoning.

By such process the student learns to discriminate between the material and immaterial; to weigh and estimate relative legal values; to discover fallacies in reasoning and to express his own conclusions clearly and concisely.

THE LAW LIBRARY

The College of Law maintains a library of over five thousand volume of law reference books. This equipment means that high grade class work can be done because of the available material for research. Most of it was purchased in 1924, so that it is new and up-to-date. The Law Library is on the third floor of the Central Y. M. C. A. Building, 17 N. Champion Street, and is open to law students at all times.

THE QUARTER SYSTEM

The College of Law operates on the quarter plan. The quarters are designated as the Summer, Fall, Winter and Spring quarters which open and close on the dates indicated on the calendar. Beginning in September, Freshmen will be enrolled only during the Fall quarter unless other arrangements are made with the faculty. Four quarters will constitute the year's work.

Students of advanced standing may find courses offered to meet their requirements at the beginning of any quarter.

The College reserves the right to cancel any course in any term that is not attended by ten or more students.

LOCATION

The classrooms are located at 315 Wick Avenue. The offices are in the main Y. M. C. A. Building, 17 N. Champion Street. Books and supplies are on sale at 315 Wick Avenue.

REQUIREMENTS FOR ADMISSION

1. Until October 15, 1924, persons having a good moral character and presenting satisfactory evidence of having successfully completed a four-year course in a high school of the first class may be admitted as regular students; after the foregoing date all persons seeking admission as regular students will be required to present satisfactory evidence showing either the completion of two years of college work or such work as would be accepted for admission to the third or junior year in a college of Liberal Arts of the North Central Association of Colleges and Secondary Schools.

SPECIAL STUDENTS

2. Persons over twenty-one years of age who possess less than the academic credit required of candidates for the law degree may be admitted as special students. No person can, however, be admitted as a special student without first securing the written approval of the Committee on Admissions.

ADVANCED STANDING

3. Credit may be granted, subject to the discretion of the faculty, for work done in other Law Schools of approved standing. Certified evidence of such work must be furnished by the student.

DEGREES

In February, 1920, the State of Ohio, through the State Superintendent of Public Instruction, authorized The Youngstown School of Law to confer the degree of Bachelor of Laws upon those who successfully completed the course of study. All graduates will receive the degree of Bachelor of Laws and the certificate allowing them to participate in the State Bar Examinations, contingent upon approval of the faculty.

The subjects offered in the first year are to be taken before the student is permitted to elect any other and it is recommended by the faculty that the student follow the subjects outlined in the course of study.

A total of 1,080 hours credit is required for graduation.

SCHOLARSHIPS, PRIZES AND AWARDS

1. Students of the Youngstown School of Law have frequently stood high in the averages of the Ohio Bar examinations and in order to encourage efforts in this direction the school offers a prize of \$100.00 in gold to the student who, after completing the full four years' course, secures the highest grade among all applicants at any Ohio Bar examination. This prize was won in 1924 by Mr. Charles I. Schermer, who ranked first among the 332 persons who took the December bar examination.

2. A Scholarship providing a full year's tuition (value \$90.00) will be awarded annually to the student of the First Year Class who completes the first year with the highest grades. This scholarship may be applied on the second or any succeeding year's tuition.

3. Two scholarships providing a credit of \$25.00 each on tuition for the succeeding years will be awarded annually to the students in the second and third years respectively, who receive the highest grades in these respective classes.

4. A prize in the form of a three volume set of "Select Essays in Anglo-American Legal History" (given by Little, Brown & Co., Boston, Mass.), is awarded annually to the fourth year student who received the highest grade in Law 16 and 17, History and Jurisprudence Part I and Part II.

5. A prize in the form of a three volume set of "Tiffany on Real Property" (given by Callaghan & Co., Chicago, Ill.), is awarded annually to the student who receives the highest grade in "Real Property."

6. Three prizes in the form of copies of "New Recompiled Desk Book" (given by the Lawyers' Cooperative Publishing Co., Rochester, New York), are awarded to the three students of the fourth year who receive the three highest grades in Law 30, "Pleading and Practice."

7. Three prizes in the form of copies of "Foster's Legal Search Book" (given by the Lawyers' Cooperative Publishing Co., Rochester, New York), are awarded annually to the three students of the first year class who receive the three highest grades in Law 1, "Introductory and Elementary Law."

8. A prize in the form of a copy of "Swan's Treatise" (given by the W. H. Anderson Co., Cincinnati, Ohio), is awarded annually to the student in the first year class who receives the highest grade in Law 4, "Contracts."

REGULAR FEES

(Payable each quarter)

Library fee	\$ 1.00
Tuition fee (full course).....	30.00
Tuition fee (one subject).....	20.00

SPECIAL FEES

Registration fee, at time of enrollment.....	\$ 5.00
Special examination fee.....	2.00
Diploma fee	5.00

Tuition, registration and library fees are payable in advance. Registration fee *must* be paid upon enrollment. If tuition and library fees are not paid in full within ten days after opening of each quarter, \$5.00 will be added to cover cost of collection.

The above fees entitle a student to a full membership in the Youngstown Y. M. C. A. for the duration of the course.

No reduction of fee will be allowed for withdrawal except on account of illness or removal from the city. In no case will the registration or membership fees be returned. No reduction will be allowed when the student is present more than half of the term.

If the student discontinues a course he should advise the office immediately.

OUTLINE OF COURSES

FIRST YEAR

(288 Hours)

Legal Liability	36 Hours
Torts	54 "
Contracts	54 "
Agency	36 "
Common Law Pleading.....	18 "
Personal Property	18 "
Criminal Law	36 "
Domestic Relations	36 "

SECOND YEAR

(288 Hours)

Real Property	108 Hours
Quasi Contracts	36 "
Negotiable Instruments	36 "
Sales	18 "
Bailments and Carriers.....	18 "
Private Corporations	36 "
Municipal Corporations	36 "

THIRD YEAR

(288 Hours)

Insurance	18 Hours
Bankruptcy	18 "
Equity	72 "
Evidence	54 "
Mortgages	18 "
Damages	36 "
Trusts	36 "
Wills	36 "

FOURTH YEAR

(216 Hours)

Partnership	18 Hours
Suretyship	18 "
Pleading and Practice	54 "
Legal Ethics	18 "
Jurisprudence	72 "
Conflict of Laws	18 "
Brief Making	18 "

SCHEDULE OF CLASSES

MONDAY AND THURSDAY

FALL QUARTER, 1924

SEPTEMBER 29 TO DECEMBER 18

YEAR	7:00-8:30 P. M.	8:30-10:00 P. M.
1.	Legal Liability	Contracts I
2.	Real Property I	Quasi Contracts
3.	Insurance (1/2)	Equity I
	Bankruptcy (1/2)	
4.	Pleading and Practice I	Partnership (1/2)
		Suretyship (1/2)

WINTER QUARTER, 1925

DECEMBER 29 TO MARCH 19

YEAR	7:00-8:30 P. M.	8:30-10:00 P. M.
1.	Torts I	Contracts II (1/2)
2.	Real Property II	Common Law Pleading (1/2)
3.	Evidence	Negotiable Instruments
4.	Jurisprudence	Equity II
		Pleading and Practice II (1/2)
		Legal Ethics (1/2)

SPRING QUARTER, 1925

MARCH 23 TO JUNE 11

YEAR 7:00-8:30 P. M.

8:30-10:00 P. M.

1. Agency

Torts II (1/2)

Personal Property (1/2)

2. Real Property III

Sales (1/2)

Bailments and Carriers (1/2)

3. ~~Trusts~~

Evidence II (1/2)

Mortgages (1/2)

4. Jurisprudence II

Brief Making (1/2)

Conflict of Laws (1/2)

SUMMER QUARTER, 1925

JULY 6 TO SEPTEMBER 24

YEAR 7:00-8:30 P. M.

8:30-10:00 P. M.

1. Criminal Law

Domestic Relations *W. Wyatt*

2. Private Corporations

Municipal Corporations

3. ~~Damages~~

Wills

Note—(1/2) indicates six weeks' work.

DESCRIPTION OF COURSES

1. LEGAL LIABILITY—The object of this course is to do three things: (1) Give the student a view of the Law as a system; (2) Teach sufficient of Pleading and Practice that the student may understand a case and the points actually decided; (3) Teach thoroughly certain principles of Law that are common to torts and crimes. Experience has demonstrated that such a course is both pedagogically sound and practically necessary. 1 Mjr. Beale's Cases on Legal Liability.

2. TORTS—This course calls the attention of the student sharply to the "tripartite division of tort," to-wit: (1) the damage element; (2) the causation element; and (3) the excuse element (justification, privilege). It is submitted that this classification is the most natural of any that has been made. The whole field of tort is studied in this manner. 1 1/2 Mjr. Ames and Smith's Cases (Pound's Edition).

3. CRIMINAL LAW—Sources of Criminal Law; the mental element in crime; locality in crime; parties in crime; criminal liability, generally and in special cases; crimes at common law; crimes statutory; and criminal procedure. 1 Mjr. Derby's Cases.

4. CONTRACTS—Places of Contract in our law; essentials of a valid contract; void, voidable, and unenforceable contract; offer and acceptance; Statute of frauds; consideration; capacity to contract; mistake, misrepresentation, fraud, duress, and undue influence; legality of object; contracts for benefit of third persons; assignment in the law of contract; impossibility as affecting contracts; branch of contract and its legal effect; and discharge of contract. 1 1/2 Mjr. Huffcut and Woodruff's Cases on Contract.

5. DOMESTIC RELATIONS—Statutes and Cases, embracing the law of marriage, divorce and alimony; property and contract rights of husband and wife; antenuptial and postnuptial agreements; actions by one spouse against the other; parent and child; guardian and ward; rights and liabilities of infants; and care, custody and control of infants. 1 Mjr. Long's Cases on Domestic Relations.

6. AGENCY—Distinction between law of principal and agent, and law of master and servant; formation of relation of principal and agent; (1) by agreement, (2) by ratification, (3) by estoppel and (4) by necessity; termination of the relation; (1) by act of the parties and (2) by operation of law; irrevocable agencies; obligations and duties of agent; torts and frauds of agents; admissions and notice; contracts made by agent on behalf of his principal, and torts between agent and third parties. 1 Mjr. Goddard's Cases on Agency.

7. PERSONAL PROPERTY—Distinction between real and personal property, gift, bailment, pledge, fixtures. $\frac{1}{2}$ Mjr. Bigelow's Cases on Personal Property; Aigler's Cases on Titles.

8. REAL PROPERTY I—Introduction to the law of real property; the feudal system, theory of estates, non-possessory interests in land, joint ownership, disseisin, history of uses. Rights incidental to possession, including water; rights in the land of another, including profits, easements, and licenses. 1 Mjr. Bigelow's Cases on Rights in Land.

9. REAL PROPERTY II—Covenants running with the land, including enforcement at law or in equity and between landlord and tenant and fee owners; rents; waste; public rights in streams and highways. 1 Mjr. Aigler's Cases in Titles.

10. REAL PROPERTY III—Future Interests in Land—Future Interests; conditions, reversions, remainders and conditional limitations; Rule in Shelly's Case; Future interests in personalty; powers; Rule against perpetuities. 1 Mjr. Kale's Cases on Future Interest.

11. REAL PROPERTY IV—(Wills and Administration) Testamentary capacity; dispositions in contemplation of death; execution, revocation, republication, and revival of wills; descent; liability of heirs for debt; probate and administration; title and powers of executors and administrators; payment of debts, legacies, and distributive shares. 1 Mgr. Costigan, Cases on Wills.

12. NEGOTIABLE INSTRUMENTS—Drawing forms of negotiable paper, forms and formal requisites; acceptance, transfer, and extinguishment; obligation of parties; effect of delay and diligence; bills of exchange; notice and protest; forgery and alteration. Special attention is given to the uniform negotiable Instruments of Law. Many Ohio decisions are cited and commented upon. 1 Mjr. Moore's Cases on Bills and Notes, Norton on Bills and Notes.

13. SALES—Subject Matter of sale, executory and executed sales, stoppage in transitu, fraud, warranties, and remedies for breach of warranties, statute of frauds. $\frac{1}{2}$ Mjr. Benjamin's Cases on Sales.

14. BAILMENTS AND CARRIERS—Different forms of bailments; rights and liabilities of bailor and bailee to each other, and to third persons; common carriers; federal and state regulation and control of carriers and the latest federal and state Statutes. $\frac{1}{2}$ Mjr. Goodard's Cases on Bailments and Carriers.

15. PRIVATE CORPORATIONS — History and general principles; Creton, organization and citizenship; defacto corporations, the charter, franchise and privileges, powers, doctrine of ultra vires, torts and crimes; capital stock; stock subscriptions, rights of membership, voting trusts, transfer of shares, management; liability of stockholders; insolvency and dissolution. 1 Mjr. Elliot and Wormer's Cases on Private Corporations.

16. **EQUITY**—This course consists of two parts. Equity I embraces the origin, history, general principles and scope of equity jurisprudence. Equity II deals with maxims and special heads of equity jurisprudence, such as trusts, recessions, reformation and cancellation; specific performance; injunctions and receivers; estoppel; election; subrogations, mortgages and decedants' estates. The conclusion of this course consists of a study of equitable remedies. 2 Mjr. Boke's Cases on Equity Jurisprudence, Cook's Cases on Equity.

17. **EVIDENCE**—We believe that the law of Evidence contains clear and ascertainable reasons for the admission or exclusion of proffered evidence, and we aim to show these reasons in connection with this subject in such a manner as to make the course both logical and profitable. Once the reason for a rule is understood, its memory and application are comparatively easy. In addition to the usual course, we give careful attention to the offer of evidence; the objection to evidence; the ruling of evidence; exceptions to such rulings, and the building of a record for error or appeal proceedings. 1½ Mjr. Wigmore's Cases on Evidence.

18. **MORTGAGES**—Lectures and Durfee's Cases, embracing legal and equitable mortgages, grant of title by absolute deed, conditional sales and the reservation of title, the elements of the mortgage, mortgages on after acquired property, the position of mortgages as to the title and the possession, position of mortgagor as to ownership and right of redemption and the transfer of the interest by the mortgagor and mortgagee. ½ Mjr. Durfee's Cases on Mortgages.

19. **TRUSTS**—Lectures and Scott's Cases, embracing voluntary trusts, language and formalities necessary to the creation of a trust, resulting trusts, oral trusts, constructive trusts, executed and executory trusts, nature of cestui que trusts, interest in trust property, and interests of trustees. 1 Mjr. Scott's Cases on Trusts.

20. **INSURANCE**—Fire, life, and accident insurance, with respect to: insurable interests; concealment; misrepresentation; warranties; other causes of invalidity of contract; amount of recovery; subrogation; conditions; waiver; estoppel, election and powers of agents; assignees and beneficiaries. ½ Mjr. Vance, Cases on Insurance.

21. **MUNICIPAL CORPORATIONS**—Creation, control, alteration, and dissolution of municipal corporations; their charters, proceedings, officers, and agents; their powers and liabilities; taxation and indebtedness. ½ Mjr. Macey's Cases on Municipal Corporations.

22. **QUASI-CONTRACTS**—Nature of obligation; restitution at law for benefits conferred under mistake of fact or mistake of law; benefits conferred in mis-reliance upon contract invalid, illegal, unenforceable, or impossible of performance; benefits conferred through intervention in another's affairs; benefits conferred under constraint; restitution as alternative remedy for breach of contract and for tort. 1 Mjr. Thurston, Cases on Quasi Contract.

23. **DAMAGES**—Exemplary, liquidated, nominal, direct and consequential damages; avoidable consequences; counsel fees; certainty; compensation; physical and mental suffering; aggravation and mitigation; value; interest; special rules in certain actions of torts and contract. 1 Mjr. Mechem and Gilbert Cases on Damages.

24. JURISPRUDENCE (PART 1)—The increasing importance of sound and wide learning in the law, the multiplication of law books, and the infinite number of reported cases, have combined to make more needful than ever before a thorough knowledge of legal principles. A capable lawyer knows not only what is the law generally, but also its philosophy and history. We aim measurably to enable the student to attain this end by offering a critical study of the following: (1) the history of the law; (2) the juristic basis of the leading principles of the law; (3) the form in which these principles first appeared and the reasons for their appearance; (4) the changes and modifications they have undergone; (5) the causes of their death or survival and (6) the Constitutions of England and the United States. 1 Mjr. Part I. Pound's Readings on the History and Systems of the Common Law. Jenk's Short History of the English Law and Pollock's First Book of Jurisprudence. Salmond's Jurisprudence, Macy's Constitutional History of England.

25. JURISPRUDENCE (PART II)—Constitutional History and Law of the United States, Landon's Lectures on the Constitutional History of the United States, Ames' State Documents Illustrative of Federal Relations, Warren's History of the American Bar, Hall's Cases on Constitutional Law. 1 Mjr.

26. BRIEF MAKING AND USE OF LAW BOOKS—Use of Digests, Annotated Cases, Statutes and Session Laws; Exercises in Brief Making, Oral Arguments, etc. Lectures and Exercises. $\frac{1}{2}$ Mjr.

27. CONFLICT OF LAWS—The legal principles governing the application of laws of different jurisdictions to cause of actions arising in one jurisdiction and enforced in another. Judgments; obligations; personal rights; property rights; and a general outline of the subject. $\frac{1}{2}$ Mjr. Beale's Cases on the Conflict of Laws.

28. PARTNERSHIP—The creation of Partnership; the purpose for which a partnership may be formed; the advantages and disadvantages of a partnership; the incidents of partnership; the rights and duties of partners toward each other; partnership property and the interest of a partner therein; of actions by and against the firm, dissolution, application of partnership assets; final accounting; limited partnerships and partnership associations. $\frac{1}{2}$ Mjr. Mechem's Cases on Partnership.

29. SURETYSHIP—Guaranty and Suretyship defined and distinguished; application of the Statute of Frauds; commercial guarantee bonds to secure private obligations; bonds of public officers; Subrogation, contribution, and indemnity; Suretyship defenses. $\frac{1}{2}$ Mjr. Wilson's Cases on Suretyship.

30. PLEADING AND PRACTICE—This is a thorough and extensive course and prepares the student to state accurately and concisely a cause of action or defense. Moreover the course affords a general review of most of the substantive law preceding. Particular attention is given to forms of action and the declaration at common law. This is followed by a history of procedure and a careful study of the codes as exemplified by the statutes of New York and Ohio. These codes are illustrated and clarified by the study of many cases. We endeavor to make the course sound in theory and sufficiently practical to enable one leaving us to feel at home in the office or the court room. To this end considerable attention is directed to the conduct of trials from the issuing of summons to the ending of a case in an

appellate court. $1\frac{1}{2}$ Mjr. Scott on Civil Procedure, Sunderland's Trial Practice and Cases on Code Pleading.

31. BANKRUPTCY—A study of the national bankruptcy act and its construction; who may be a bankrupt; who may be a petitioning creditor; acts of bankruptcy; provable claims; exemption and discharge. $\frac{1}{2}$ Mjr. Holbrook & Aigler, Cases on Bankruptcy.

32. LEGAL ETHICS—A lawyer's place in society is peculiar in that he represents himself, the courts, his clients, and the public. He should be of high attainments in learning and of unimpeachable professional conduct. The course in ethics comprehends his representative capacity and his duties and obligations, and is pursued in lectures, assigned readings, problems and the study of cases. $\frac{1}{2}$ Mjr. Costigan's Cases on Legal Ethics.

33. COMMON LAW PLEADING.

Venue, appearance, forms of actions, parties, pleading trial, motions and judgments as they were known and understood at common law. $\frac{1}{2}$ Major. Scott's Cases on Civil Procedure.

ORGANIZATION

For the sake of administration the Youngstown Institute of Technology, Inc., is divided into eight divisions each under the direction of a Dean or Principal. The Organization of the School is as follows:

The School of Law	The School of Liberal Arts
The School of Commerce and Finance	The Evening High School
The Engineering School	The Day and Evening Business School
The Trade School	The Elementary School

THE YOUNGSTOWN INSTITUTE OF
TECHNOLOGY

THE COLLEGE OF
COMMERCE AND
FINANCE

A Department of

THE YOUNGSTOWN INSTITUTE OF
TECHNOLOGY

OFFICIAL BULLETIN

1924—1925

(THIRTEENTH YEAR)

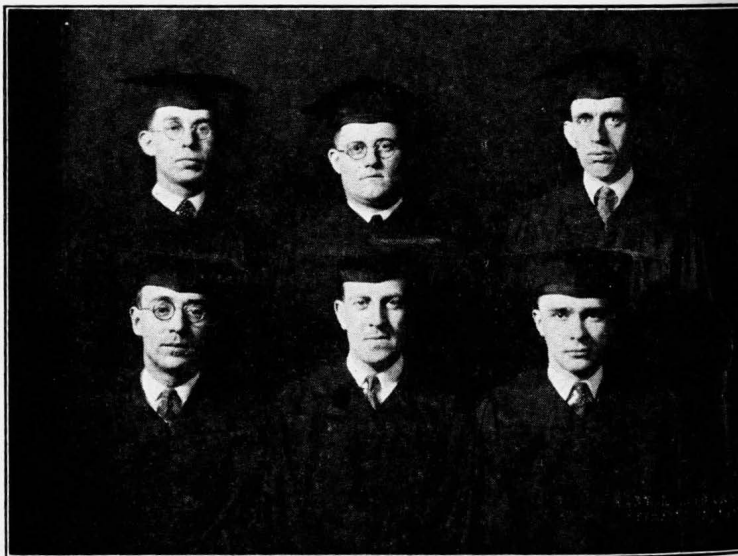
CO-EDUCATIONAL

YOUNG MEN'S CHRISTIAN ASSOCIATION

of

YOUNGSTOWN, OHIO

17 N. Champion Street



CLASS OF 1924

Left to Right- Standing:- Ross Mateer, Lloyd Dalbey, Edwin Dunston
Sitting:- Ralph Mateer, Sidney Collins, Ernest Ikirt

THE BOARD OF TRUSTEES

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President

T. H. KANE
First Vice President

EDMOND S. BROWN
Second Vice President

P. H. SCHAFF
Treasurer

W. J. GUTKNECHT
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FACULTY

HOMER L. NEARPASS, A.M.....	<i>Director of the Institute of Technology</i>
R. T. BELL, C.P.A.....	<i>Dean, Accountancy</i>
Certified Public Accountant, 404 Terminal Bldg.	
G. S. CLARK, C.P.A.....	<i>Accountancy</i>
Certified Public Accountant, 619 Dollar Bank Building	
RALPH F. MATEER, C.P.A., B.C.S.....	<i>Accountancy</i>
Certified Public Accountant, 404 Terminal Bldg.	
H. P. McCOY, LL.B.....	<i>Commercial Law</i>
Attorney-at-Law, 1106 Wick Building	
CHARLES F. AXTMAN, M.S., C.P.A., B.Pd.....	<i>Accountancy</i>
Auditor, Home Savings & Loan Co.	
MAX ROTH, LL.B.....	<i>Commercial Law</i>
Instructor, Rayen High School	

Additional instructors will be added to the faculty if found necessary.

COLLEGE CALENDAR 1924—1925

SEPTEMBER 23, TUESDAY

First Semester begins at 7:00 P. M.

DECEMBER 19, FRIDAY

Christmas Recess begins at 10:00 P. M.

JANUARY 6, TUESDAY

Christmas Recess ends at 7:00 P. M.

JANUARY 30, FRIDAY

First Semester ends at 10:00 P. M.

FEBRUARY 3, TUESDAY

Second Semester begins at 7:00 P. M.

MAY 29, FRIDAY

Second Semester ends at 10:00 P. M.

Classes meet Tuesday and Friday from 7:00 to 10:00 P. M.

Beginning classes will be formed only in September.

LOCATION

All inquiries concerning the College of Commerce and Finance should be directed to the Office at the Main Y. M. C. A. Building, 17 N. Champion Street. The class rooms are located at 315 Wick Avenue, adjoining the Public Library on the north. This location is ideal from every possible consideration. It is easily accessible, being only three minutes' walk from the Public Square.

PURPOSE

The purpose of the College of Commerce and Finance is to bring to young business men and women of the Mahoning Valley an opportunity for a first class, accredited training in Accountancy and other modern business subjects.

An endeavor is made to teach the student to analyze, organize and understand the principles of accounting, business economics and business law.

FACULTY

The College of Commerce and Finance is very fortunate in having men of unquestioned business ability and technical training as instructors. All of them are making practical success of the things they teach. This allows the student an opportunity to benefit by a splendid balance of theory and practice. Only five men in Youngstown hold the degree of C.P.A. Four of them are members of the College of Commerce and Finance faculty.

CHRISTIAN EMPHASIS

The College of Commerce and Finance, being fostered by the Youngstown Young Men's Christian Association, proceeds on the theory that education along any line is incomplete until a definite emphasis is placed on the ethical relationships of men. The undisputable advance of Christian thinking in the commercial world justifies any educational institution in adopting a policy based upon such principles.

ACCOUNTANCY

The course as outlined below is a comprehensive grouping of practical unit courses in the most effective order of study. This order may be varied to meet the special needs of the student. Those who do not want to follow the complete course may select and register for any one or more of the courses. The purpose of the course is not only to prepare the student for the C. P. A. examination, but to provide a complete preparation for the practice of accounting. It is, moreover, a complete training for business. More and more, business men are realizing the importance of a working knowledge of accounting. A business executive does not keep the accounts, but a knowledge of the theory will enable him to maintain a more effective control over his own business and to grasp more quickly the strength of his competitors.

The profession of Accountancy is recognized by the law. Various states have determined the definite requirements which entitle the applicant to the degree or standing of a Certified Public Accountant. In Ohio, a very high standard is maintained by the State Board of Accountancy. Applicants are examined in the subjects of Theory of Accounts, Auditing, Practical Accounting and Business Law. Whatever his knowledge of the technique of book-keeping, the accountant must be able to coordinate his records with those of the operating departments of a business.

Financial returns in this, as in all other professions, depend upon the individual; but it is indicative that, according to statistics for the year 1916, the average salary of practicing accountants, including all juniors, was approximately \$3000.00 a year.

FIRST YEAR

FIRST SEMESTER

Accounting, Theory and Practice, A-1
Accounting, Theory and Practice, A-1
Law of Contracts and Agency, L-1

SECOND SEMESTER

Accounting, Theory and Practice, A-2
Elective
Law of Partnership and Corp., L-2

SECOND YEAR

FIRST SEMESTER

Accounting, Theory and Practice, A-3
Elective
Law of Sales and Negotiable Instruments, L-3

SECOND SEMESTER

Accounting, Theory and Practice, A-4
Elective
Law of Property and Bankruptcy, L-4

THIRD YEAR

FIRST SEMESTER

Constructive and Cost Accounting, A-5
Elective
Auditing, A-11

SECOND SEMESTER

Cost Accounting, A-6
Elective
Auditing, A-12

FOURTH YEAR

FIRST SEMESTER

C. P. A. Quiz, A-13
Federal Taxes, A-7
Specialized Accounting (16 Indus.),
A-9

SECOND SEMESTER

C. P. A. Quiz, A-14
Elective
Elective

ELECTIVES

Budgetary Control, A-17
Business Letters and Reports, E-1
Principles of Business, Adm.-1
Money and Banking, F-1
Practical Speaking, E-2

Principles of Salesmanship, M-3
Business Economics, E-1
Business Finance, F-2
Mathematics of Accounting, A-16

BRIEF DESCRIPTION OF COURSES

ACCOUNTANCY

A1-A2—*Theory and Practice of Accounting*. A beginning course in the theory and practice of accounting. Based on *Accounting, Theory and Practice*, Volume I, Kester.

A3-A4—*Theory and Practice of Accounting*. A continuation of Accounting A1 and A2. Based on *Accounting, Theory and Practice*, Volume II, Kester.

A5-A6—*Cost Accounting*. A thorough course based on "Cost Accounting Principles and Practice," Jordan and Harris.

A7—*Federal Taxes*. A course giving special attention to Income Tax Procedure. Covers such items as personal tax accounting, taxable and non-taxable incomes, deductions and losses, depreciation and depletion, invested capital, admissible and inadmissible assets, computation of taxes, and typical problems. Based on "Income Tax Problems," Filbey.

A9—*Specialized Accounting*. A thorough course in specialized accounting for representative industries, such as department stores, foundries, flour mills, cement mills, banks, fire insurance companies, coal mining companies and many others. Based on Newlove and Pratt "Specialized Accounting," Volume I and Volume III (Problems).

A11-A12—*Auditing*. An intensive course in Auditing Practice and Procedure, for advanced students in Accountancy. Based on "Auditing, Theory and Practice," Montgomery, Volume I.

A13-A14—*C. P. A. Quiz*. An intensive training in the solution of C. P. A. problems throughout the fourth year. Based on "C. P. A. Accounting," Volumes I and II, and "Solutions," Newlove.

A17—*Budgetary Control*. Covers budgetary control as involving estimate for all business departments; co-ordination of estimates into a program for business as a whole; reports of actual and estimated performance and revision of original plans. Gives full working procedure for building up final reports necessary for positive executive control. Based on "Budgetary Control," McKinsey.

A18—*Mathematics of Accounting and Finance*. Deals with more advanced problems of business than the ordinary business arithmetic. Includes short methods of calculation; averages; turnover; partnership; inventory; building and loan associations; value of good-will; conversion of foreign currencies; compound interest, annuities, bond discount and premium; computed rents in leases; and depreciation methods. Logarithmic, compound interest, and annuity tables. Based on "Mathematics of Accounting and Finance," Walton and Finney.

FINANCE

F-1—*Money and Banking*. Based on "Financial Organization of Society," Moulton.

F-2—*Business Finance*. A careful study of the ways in which the finances of a business organization are controlled. Based on "Controlling the Finances of a Business," McKinsey and Meech.

BUSINESS LAW

L-1—General Survey; Contracts; Agency; Bays' American Commercial Law Series, Book I.

L-2—Partnerships; Corporations. Bays II.

L-3—Bailments and Carriers; Sales; Negotiable Paper; Banks; Suretyship. Bays III.

L-4—Property (including Estates and Wills); Bankruptcy; Debtor; Creditor. Bays IV.

ADMINISTRATION

Adm. 1—*Principles of Business*. Science of business; forms of business ownership and management; financing; banking; exchange; marketing; personnel; office management; production, accounting, forecasting business conditions. Based on Principles of Business, Gerstenberg.

MARKETING

M-3—*Principles of Salesmanship*. A course for men who intend to sell, who are engaged in selling, and who are interested in mastering the fundamental marketing operations. Based on standard Y. M. C. A. course.

ECONOMICS

E-1—*Business Economics*. A study of modern economic organization; relationships and interdependence; influences affecting business activities; the underlying causes of changes in business conditions. Based on "Industrial Organization," Malcolm Keir.

ENGLISH

E-1—*Business Letters and Reports*. A practical course in the writing of effective business letters, including credit, complaint, adjustment, sales, and other types of modern business communications. Based on the standard Y. M. C. A. course.

E-2—*Practical Speaking*. A practical course in the effective construction and delivery of business talks. The student is frequently required to deliver short talks before the class. Based on the standard Y. M. C. A. course.

GENERAL INFORMATION

REQUIREMENTS FOR ADMISSION

Regular Students are students who present fifteen or more units from an accredited High School. A transcript of credit must be furnished the Registrar at the time of Registration.

Special Students are those who cannot present the necessary High School requirements, but who desire to secure the business training. No degree will be granted until regular entrance requirements are met.

REQUIREMENTS FOR BACHELOR OF COMMERCIAL SCIENCE DEGREE

Authority has been granted by the Department of Public Instruction, State of Ohio, to confer the Bachelor of Commercial Science Degree upon regular students who present satisfactory credits for one hundred and twenty (120) units, earned as follows:

(1) At least seventy-two (72) units of credit must be earned through the normal classroom program. Attendance at a two-hour session each week for a period of one semester earns 3 units of credit. The degree will not be conferred upon a candidate unless more than sixty (60) of the necessary seventy-two (72) units represent a grade of 75% or higher.

(2) Credit will be allowed toward the degree of not to exceed forty-eight units for successful business experience. This credit is given on the basis of six units a semester. The interpretation of what comprises successful business experience is left to the discretion of the Dean, who will take into consideration the nature of the experience and the responsibility attendant thereto.

Where the experience is of such a routine nature as to warrant a refusal of all or part of the credit, the student may be required to take supplementary courses to complete the required number of points. In some cases the degree may be held up until the student secures the necessary successful experience.

It is understood that for every hour of classroom work, a minimum of two hours of outside study is required. In allowing credit for business experience, frank recognition is made of the general business training which the student is acquiring in his daily occupation. His daily vocation becomes the laboratory, applying the principles taught in the classroom.

Candidates for the Bachelor of Commercial Science degree must make the following procedure:

(1) Make application for graduation not later than February 1st in the year in which they plan to receive the degree.

(2) The Candidate for the degree must have met the admission requirements, and must pass the subjects required in the curriculum.

(3) The Candidate must have met all requirements for actual business experience.

The conferring of degrees takes place only at the commencement exercises at the close of the second semester.

ATTENDANCE

Each student is required to attend every session of the classes in which he is registered. No credit will be granted to students having an attendance record of less than 80 per cent. of the total number of sessions, except upon the written consent of the Dean.

GRADING SYSTEM

Passing grades are indicated by the letters A, B, C, D. A condition is indicated by E, and a failure by F.

A Report of Grades and standing is given the student at the close of each semester. Grades will not be given to students who are delinquent in tuition.

FEES

Registration fee, at time of enrollment.....	\$ 5.00
Special examination fee.....	2.00
Diploma fee	5.00

TUITION (Per Semester)

First and Second Years

One subject	\$25.00
Two subjects	35.00
Three subjects	45.00

Third and Fourth Years

One subject	\$30.00
Two subjects	40.00
Three subjects	50.00

The increased tuition rates for the Junior and Senior years have been found necessary because of the great amount of individual attention given to the upper classmen and the consequent increase in the cost and value of instruction.

Each class meets two hours a week for 17 weeks.

The above fees include payment for a full membership in the Y. M. C. A. for the duration of the course.

Fees are payable in advance. If not paid within ten days \$5.00 will be added to tuition fees to cover cost of collection.

No reduction of fee will be allowed for withdrawal except on account of illness or removal from the city. In no case will the registration or membership fees be returned. No reduction will be allowed when the student is present more than half of the term.

If the student discontinues a course he should advise the office immediately.

ORGANIZATION

For the sake of administration the Youngstown Institute of Technology, Inc., is divided into eight divisions each under the direction of a Dean or Principal. The Organization of the School is as follows:

The School of Law	The School of Liberal Arts
The School of Commerce and Finance	The Evening High School
The Engineering School	The Day and Evening Business School
The Trade School	The Elementary School

THE YOUNGSTOWN INSTITUTE OF
TECHNOLOGY

THE COLLEGE OF
LIBERAL ARTS

BULLETIN

In Co-operation With

HIRAM COLLEGE, Hiram, Ohio
THIEL COLLEGE, Greenville, Pa.
GENEVA COLLEGE, Beaver Falls, Pa.

1924—1925
(FOURTH YEAR)

YOUNG MEN'S CHRISTIAN ASSOCIATION
Office, 17 N. Champion Street Classrooms, 315 Wick Avenue
YOUNGSTOWN, OHIO

THE BOARD OF TRUSTEES

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S. J. D. K.

THE COLLEGE OF LIBERAL ARTS
ADMINISTRATIVE OFFICERS

- Homer L. Nearpass.....*Director of the Institute of Technology*
A. M. Teachers' College, Columbia University
- Walter A. Zimmerman.....*Assistant Director of the Institute of Technology*
A. B. Wilmington College
- Freda R. Flint.....*Registrar of the College*

THE FACULTY

- Joseph Earle Smith, *Professor of Economics, Sociology and History..(Hiram)*
A. M. University of Nebraska
- Ernest G. Walker, *Professor of Psychology and Education.....(Hiram)*
A. M. University of Chicago
- Ralph Andrews Waldron, *Professor of Biology.....(Thiel)*
Ph. D. University of Pennsylvania
- Henrietta V. Race.....*Professor of Education*
Ph. D. Teachers' College, Columbia University
- Nathan Warren Harter, *Professor of General Chemistry and Advanced*
Mathematics(Thiel)
A. M. Wilmington College
- Earl A. Moore, *Professor of English and Public Speaking.....(Geneva)*
A. M. Indiana University

COLLEGE CALENDAR

1924—1925

SEPTEMBER 15, MONDAY

First Semester begins

NOVEMBER 27, THURSDAY

Thanksgiving Holiday

DECEMBER 19, FRIDAY

Christmas Recess begins at 10:00 P. M.

JANUARY 5, MONDAY

Christmas Recess ends at 4:30 P. M.

JANUARY 30, FRIDAY

First Semester ends at 10:00 P. M.

FEBRUARY 2, MONDAY

Second Semester begins at 4:30 P. M.

JUNE 5, FRIDAY

Second Semester ends

THE YOUNGSTOWN INSTITUTE OF TECHNOLOGY

HISTORY AND GENERAL PURPOSE

The Youngstown Institute of Technology was founded in 1888 by the Board of Trustees of the Youngstown Young Men's Christian Association as its Educational Department. Until 1915 the school bore the name of "The Association Institute." In 1915 the school was formally organized and incorporated under the laws of the State of Ohio as "The Youngstown Association Schools."

From the beginning the chief purpose of The Institute of Technology has been to render service along educational lines to employed men and women of Youngstown and the Mahoning Valley. During the school year of 1923 and 1924 over fifteen hundred different students were enrolled in The Institute of Technology. The Institute is in a unique position to render distinct service to men and women. It is in no sense a money-making institution. The tuition paid is barely paying the cost of operation. Classes are held during the day and evening, thus allowing men working on either or both day and night shifts to avail themselves of the opportunity of securing a thorough education without being forced to leave their regular occupation. A large percentage of the students are married men or men who need special training, and who are not permitted, because of financial circumstances or home ties to leave their regular occupations or homes.

Growing from a small school giving a few unrelated courses and taught by one or two teachers, the school year of 1924 and 1925 will find the school thoroughly organized with three departments of college grade, a first grade high school, a well equipped business school and trade school, and a highly trained faculty of over fifty members, whose primary object is not that of securing compensation for their services, but rather that of aiding in a sympathetic, helpful manner the many students who will enroll to secure a broader education, a wider vision and an increased usefulness.

CHARACTER EMPHASIS

Inasmuch as The Institute is maintained by The Youngstown Young Men's Christian Association, it goes without saying that the development of character is one of its primary functions. It should be emphasized, however, that the faculty is composed of broad-minded men and women and students of all races and creeds are accepted on a basis of absolute equality. No pressure or attempt to influence or change a man or woman's fundamental faith is countenanced.

SCHOOL OF LIBERAL ARTS

PURPOSE AND SCOPE

The School of Liberal Arts of the Youngstown Institute of Technology was founded in 1921 in order to give opportunity to students of both sexes of Youngstown and vicinity to secure the first two years, and in certain cases the first three years, of a regular college course without the necessity of leaving the city.

From the time of the first announcement of the opening of the School in 1921 there has never been a doubt as to its successful future. The School has a special appeal to employed men and women who are anxious to secure a college education, but who are not able to leave the city. A large number of teachers of the public schools of the city and adjoining territories are students.

CO-OPERATIVE PLAN

The work of The College of Liberal Arts is operated in co-operation with three of the very strongest colleges of this section, viz: Hiram College, Hiram, Ohio, Thiel College, Greenville, Pa., and Geneva College, Beaver Falls, Pa. By this co-operative arrangement, these three splendid colleges lend certain of their strongest professors for evening and Saturday classes.

The courses of study are identical with those given in Hiram, Thiel and Geneva Colleges, the same texts are used, and each course will command the same credit as if given in the College classrooms at Hiram, Thiel or Geneva. Credits for this work may be transferred to any standard college or university.

LOCATION

All inquiries concerning The College of Liberal Arts should be directed to the Office at the ~~Main~~ Y. M. C. A. Building, 17 N. Champion Street. The classrooms and laboratories are located at 315 Wick Avenue, adjoining the Public Library on the North. This location is ideal from every possible consideration. It is easily accessible, being only three minutes' walk from the Public Square.

BASIS OF CREDIT

Most of the courses in The School of Liberal Arts meet three hours each week and, therefore, command three semester hours of credit. A student who has sufficient leisure to prepare his or her work may carry the full fifteen semester hours each semester, thereby completing the full college year in nine months. Students working full time during the day will ordinarily be permitted to earn only 12 hours' credit during the year. ~~According to a ruling by the State Department of Education, teachers in service are allowed to earn only eight hours' credit during the year toward a State Teacher's Certificate.~~ The schedule given elsewhere in this catalog accurately describes the basis of credit.

GRADING SYSTEM

Passing grades are indicated by the letters A, B, C, D. A condition is indicated by E, and a failure by F.

ATTENDANCE

All absences decrease the student's chances for passing the course. In case of unavoidable absence caused by illness, the student will be given an opportunity to turn in written work to cover the work missed. If the work is not made up in this manner, 3% will be deducted from the student's grade for each absence. In case a student is absent from the same course five times during the semester, and the work is not made up as indicated above, he will be dropped from the class and a grade of F recorded. Three cases of tardiness count as one absence.

TEXT BOOKS AND SUPPLIES

Both text books and supplies may be purchased at the School Book Store, Collegiate Division Building, 315 Wick Avenue.

FEES

The charges per semester are as follows, payable in advance:

Registration fee	\$5.00
Library fee	1.00
Laboratory fee (Chemistry or Biology).....	3.00
Special examination fee.....	2.00
Tuition, per semester hour.....	7.00

If tuition is not paid in full within ten days after school opens, \$5.00 will be added to cover cost of collection. The registration and library fees must be paid at the beginning of each semester.

All men students are given a free membership in the Y. M. C. A., giving them full privileges during their period of enrollment.

No reduction of fee will be allowed for withdrawal except on account of illness or removal from the city. In no case will the registration or membership fees be returned. No reduction will be allowed when the student is present more than half of the term.

If the student discontinues a course he should advise the office immediately.

Hiram, Thiel and Geneva Colleges make a small charge for an official transcript of credits.

ADMISSION STANDARDS

The same standards of admission as demanded by the North Central Association of Colleges and Secondary Schools for admission to colleges and universities will be required here. Details of this may be secured by applying at the Registrar's Office at the Institute of Technology, 17 N. Champion Street.

WORK AVAILABLE FIRST SEMESTER

✓ Biology I, General Biology and Laboratory.....	Dr. Waldron
✓ Chemistry I, General-Inorganic-Chemistry and Laboratory.....	Mr. Harter
✓ Economics 21, Principles of Economics.....	Mr. Smith
✓ Education 31, History of Education.....	Mr. Walker
✓ Education II, Statistical Methods in Education.....	Dr. Race
✓ English 39, American Poets	Mr. Moore
✓ English 37, Shakespeare	Mr. Moore
✓ Geology I, Principles of Geology.....	Mr. Harter
✓ History 25, Modern History.....	Mr. Smith
✓ Mathematics I, College Algebra.....	Mr. Harter
✓ Psychology 21, General Psychology.....	Mr. Walker
✓ Public Speaking 17 Extempore Speaking.....	Mr. Moore
✓ Sociology 41, American Social Problems.....	Mr. Smith

WORK AVAILABLE SECOND SEMESTER

✓ Biology 2, General Biology and Laboratory.....	Dr. Waldron
✓ Chemistry 2, General Inorganic Chemistry and Laboratory.....	Mr. Harter
✓ Economics 22, Principles of Economics.....	Mr. Smith
✓ Education 4, Educational Psychology.....	Dr. Race
✓ Education 41, Principles of Teaching.....	Mr. Walker
✓ English 40, American Poets.....	Mr. Moore
✓ English 38, Shakespeare.....	Mr. Moore
✓ Geology 2, Principles of Geology.....	Mr. Harter
✓ History 26, Modern History.....	Mr. Smith
✓ Mathematics 2, Trigonometry.....	Mr. Harter
✓ Psychology 33, Individual and Applied Psychology.....	Mr. Walker
✓ Public Speaking 17, Extempore Speaking.....	Mr. Moore
✓ Sociology 42, American Social Problems.....	Mr. Smith

DESCRIPTION OF COURSES

GROUP I—ENGLISH AND PUBLIC SPEAKING

ENGLISH

39-40—*American Poets*

8:00 to 10:00 Monday

2 hours a week, throughout the year

A study of our representative American Poets: Bryant, Whittier, Longfellow, Lowell, Emerson, Poe, Whitman, Lanier; Carleton, Riley, Sill, Van Dyke, Mitchell, Service, Gilder, Wilcox, Masters and others. Text Representative American Poets: Percy Boynton. Tuition per semester, \$14.00. Mr. Moore.

37-38—*Shakespeare*

6:30 to 8:00 Monday, Thursday

2 hours a week throughout the year

A critical study of a representative comedy, tragedy, and historical drama. An extensive reading of the best of the remainder of Shakespeare's plays. Tuition per semester, \$14.00. Mr. Moore.

PUBLIC SPEAKING

17—*Extempore Speaking*

8:00 to 10:00 Thursday

2 hours a week throughout the year

A practical course covering such essentials as memorizing, opening and closing an address, preparation of material, delivery, phrasing, and creating interest. Actual presentation of speakers for various occasions, such as introducing speaker, taking an office, presenting and accepting a gift, and the after-dinner speech. Tuition per semester, \$14.00. Mr. Moore.

GROUP II—SCIENCE AND MATHEMATICS

MATHEMATICS

1—*College Algebra*

8:30 to 10:00 Monday, Thursday

3 hours, first semester

Quadratic equations, simultaneous quadratic equations, equations solved like quadratics, the properties of quadratic equations, surds and imaginaries, ratio, proportion, variation, progressions, the binomial theorem, theory of logarithms, series and graphic representations of functions. Tuition, \$21.00. Mr. Harter.

2—*Trigonometry*

8:30 to 10:00 Monday, Thursday

3 hours, second semester

The trigonometric functions of the angle, the solution of the right angle, both with and without logarithms, goniometry, the solution of the oblique triangle, the application of trigonometry to various practical problems. Tuition, \$21.00. Mr. Harter.

SCIENCE

BIOLOGY

- 1-2—*General Biology* 1:00 to 6:00 Saturday
5 hours a week throughout the year

A general course covering in a comprehensive way outlines of plant and animal classification, structure, physiology, life history, habits and interrelations. Three hours' lecture and two hours' laboratory will be given. Four hours' credit. Tuition, per semester, \$35.00 plus \$3.00 laboratory fee Dr. Waldron.

CHEMISTRY

- 1-2a—*General Inorganic Chemistry* 7:00 to 8:30 Monday, Thursday
3 hours a week throughout the year

A lecture course in the fundamental principles on which the science is based. Emphasis on the theories underlying the subject, such as atomic theory, gas laws, ionization equilibrium and valence. Lectures and desk experiments. The non-metals will constitute the work of the first semester, and for the second semester the base-forming metals, with their tests and applications, will be considered. Tuition, per semester, \$21.00. Mr. Harter.

- 1-2b—*Experimental Gen'l Chemistry* 6:00 to 7:00 Monday, Thursday
2 hours a week throughout the year

A course in laboratory experiments to accompany course 1-2a, without which it may not be taken. The points of laboratory technique combining weight, combining proportions, preparation and properties of the non-metals. The second semester, properties and tests of the base-forming metals and their salts. 1 credit. Tuition, per semester, \$14.00 plus \$3.00 laboratory fee. Mr. Harter.

GEOLOGY

- 1-2—*The Principles of Geology* 9:00 to 10:00 Monday, Thursday
2 hours a week throughout the year

The aim of this course is to contribute toward a liberal training. Lectures supplemented by assignments in texts will cover an outline of the history of the earth, materials and features comprising it, and processes of alterations by streams, glaciers, and climate. Tuition, per semester, \$14.00. Mr. Harter.

GROUP III—EDUCATION AND PSYCHOLOGY

- 4—*Educational Psychology* 4:30 to 6:00 Monday, Thursday
3 hours a week, second semester

Individual differences, the learning process, tests of intelligence, transfer of training, studying, the assignment of marks. Prerequisite General Psychology. Tuition, \$21.00. Dr. Race.

- II—*Statistical Methods in Education* 4:30 to 6:00 Monday, Thursday
3 hours a week, first semester

An introductory course covering the elementary methods of dealing quantitatively with school facts and results. Exercises in the calculation of the most commonly employed statistical units in tabulation, graphical representation, and presentation of data in reports. Illustrative materials from such problems as the school census, attendance, promotions and retardations. Tuition, \$21.00. Dr. Race.

- 31—*History of Education* 8:30 to 10:00 Tuesday, Friday
3 hours a week, first semester

The periods in educational development will be sketched briefly, but most of the time will be spent upon the development of educational systems and agencies in the United States. Prerequisite, General Psychology. Tuition, \$21.00. Mr. Walker.

- 41—*Principles of Teaching* 8:30 to 10:00 Tuesday, Friday
3 hours a week, second semester

A study of scientific and practical teaching, the application of educational theories to schoolroom work. Tuition, \$21.00. Mr. Walker.

PSYCHOLOGY

- 21—*General Psychology* 7:00 to 8:30 Tuesday, Friday
3 hours a week, first semester

An introductory course to the general field of Psychology. Tuition, \$21.00. Mr. Walker.

- 33—*Individual and Applied Psychology* 7:00 to 8:30 Tuesday, Friday
3 hours a week, second semester

An introduction to the general field of Applied Psychology in business, vocations, medicine, law, etc. Prerequisite, Psychology 21. Tuition, \$21.00. Mr. Walker.

GROUP IV—SOCIAL SCIENCE

ECONOMICS

- 21-22—*Principles of Economics* 7:00 to 8:30 Tuesday, Friday
3 hours a week throughout the year

An introduction to economic theory, practical problems arising from trusts, tariff, currency, etc. This course is prerequisite for other courses in economics. Tuition, \$21.00. Mr. Smith.

HISTORY

- 25-26—*Modern History* 8:30 to 10:00 Tuesday, Friday
3 hours a week throughout the year

European political, social and industrial history from 1500 to 1924. Tuition, per semester, \$21.00. Mr. Smith.

SOCIOLOGY

- 41-42—*American Social Problems* 4:30 to 6:00 Tuesday, Friday
3 hours a week throughout the year

A study of race problems, with special emphasis on immigration. Tuition, per semester, \$21.00. Mr. Smith.

ORGANIZATION

For the sake of administration the Youngstown Institute of Technology, Inc., is divided into eight divisions each under the direction of a Dean or Principal. The Organization of the School is as follows:

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The Engineering School

The Day and Evening Business School

The Trade School

The Elementary School