

The Youngstown Institute of Technology

ANNUAL CATALOGUE

OF THE

College of Commerce
and Finance

1925-1926

Fourteenth Year

CO-EDUCATIONAL

Offices

17 North Champion Street

Classrooms

315 Wick Avenue

Young Men's Christian Association

Youngstown, Ohio



CLASS IN BUSINESS LETTERS AND REPORTS

The Youngstown Institute of Technology

THE BOARD OF TRUSTEES

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FACULTY

- Homer L. Nearpass, A. M. Director of the Institute of Technology
R. T. Bell, C. P. A. Dean, Accountancy
Certified Public Accountant, 404 Terminal Bldg.
G. S. Clark, C. P. A. Accountancy
Certified Public Accountant, 619 Dollar Bank Bldg.
Charles F. Axtman, M. S., B. Pd., C. P. A. Accountancy
Auditor, Home Savings & Loan Co.
Max Roth, LL B. Commercial Law
Instructor, Rayen High School
Ralph F. Mateer, C. P. A., B. C. S. Substitute in Accountancy
Certified Public Accountant, Warren, Ohio
Sidney J. Collins, B. C. S. Substitute in Accountancy
Public Accountant, 404 Terminal Bldg.
F. F. Herr, A. M., LL. B. Substitute in Commercial Law
Assistant Principal, Rayen High School
Erskine M. Maiden, Jr., A. B. Substitute in Commercial Law
Attorney-at-Law, 702 Dollar Bank Bldg.

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

COLLEGE CALENDAR

1925-1926

September 21, Monday

First Semester begins at 7:00 P. M.

December 17, Thursday

Christmas Recess begins at 10:00 P. M.

January 3, Monday

Christmas Recess ends at 7:00 P. M.

January 28, Thursday

First Semester ends at 10:00 P. M.

February 1, Monday

Second Semester begins at 7:00 P. M.

May 27, Thursday

Second Semester ends at 10:00 P. M.

Classes meet on Monday and Thursday 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 North 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 students 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 a practical success of the things they teach. This allows the student an opportunity to benefit by a splendid balance of theory and practice.

CHRISTIAN EMPHASIS

The Y. M. C. A. Schools are maintained by The Young Men's Christian Association, their primary function being that of the development of character. It should be emphasized, however, that the faculty is composed of broad-minded men 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 made.

THE SCHOOL YEAR

The School Year is divided into two semesters of seventeen weeks each. Each class meets two hours a week.

TRANSFERS

The standard School of Commerce program of the United Y. M. C. A. Schools is now given in forty-three other cities. Twenty of these cities have degree granting power. If, for any reason, a student finds he must leave the city he may be transferred to one of these schools without loss of time or credit.

SCHOOL ORGANIZATIONS

The *Student Council* is made up of two representatives from each class, elected soon after the organization of the class. This group has as its object the furthering of the best interests of the school. Last year, for instance, the members of the Council took upon themselves the task of seeing that each man in school should return. They succeeded in get-

ting every man back, which established a record probably never before equalled in any school.

Sigma Kappa Phi—Last year the Gamma chapter of the national Sigma Kappa Phi fraternity was established in the Youngstown College of Commerce and Finance. Membership in this fraternity is considered a high honor. High qualities of scholarship, leadership, and character are demanded. It affords a means of cementing closer friendships among the students, the alumni, and the faculty.

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.

REQUIREMENT 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 or 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.

WHAT THE C. P. A. DEGREE MEANS

In order that a standard may be maintained as in other professions, the State Board of Accountancy passes upon the qualifications of all applicants for examination for the degree of Certified Public Accountant and holds rigid examinations which must be passed by the applicant before any certificate is issued.

To those meeting all requirements a certificate is issued authorizing the individual to use the letters C. P. A.

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.

TUITION FEES

(PER SEMESTER)

One subject	\$30.00
Two subjects	\$40.00
Three subjects	\$50.00

If the amount of the initial payment is \$25.00 or more, 10% of this amount will be deducted from the price of the course.

A graduation fee of \$5.00 is required for conferring the B. C. S. degree.

Special examinations will be given as required. The fee will be based on amount of teacher's time required.

No extra charge is made for registration or membership in Y. M. C. A.

WITHDRAWALS AND REFUNDS

A student compelled to withdraw on account of personal illness before the middle of the semester will be refunded the unused portion of tuition upon written application to the Dean accompanied by a physician's certificate.

In case a student who is regularly employed during the day is sent out of the city permanently by his employer, a refund will be made of the unused portion of the tuition provided a written statement is furnished to that effect by his employer.

No refunds will be granted in cases where the student voluntarily withdraws, or where the student has attended more than one-half the period for which payment has been made.

No application for refund will be considered unless presented in writing and unless made before the close of the semester for which the tuition was paid. When refund is granted the student will be charged ten dollars for registration and a pro rata amount for the instruction he has received.

Tuition not refunded or used may be applied on subsequent courses pursued in the school provided such courses are undertaken within one year from the date of withdrawal of the student.

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.

It can be readily proved that, after all, the margin of profits in any business operation is always increased by proper credit methods and advanced management. It seems obvious that today the business man not able to see this and not in accord with the tendency of the time, must inevitably sacrifice in profit margins.

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 bookkeeping, 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 1924 the average salary of practicing accountants, including all juniors, was approximately \$3,000.00 a year.

ACCOUNTANCY

FIRST YEAR

<i>First Semester</i>		<i>Second Semester</i>	
A-1	Theory of Accounting	A-2	Theory of Accounting
Ec-1	Economics	Adm-1	Principles of Business
L-1	Law of Contracts and Agency.	L-2	Law of Partnerships and Corporations.

SECOND YEAR

A-3	Accounting, Theory and Practice	A-4	Accounting, Theory and Practice.
F-1	Money and Banking	F-2	Business Finance
L-3	Law of Negotiable Instruments.	L-4	Law of Property and Bankruptcy.

THIRD YEAR

A-8	Constructive Accounting Elective	A-9	Specialized Accounting Elective
A-5	Cost Accounting	A-6	Cost Accounting

FOURTH YEAR

A-11	Auditing, Theory and Practice	A-12	Auditing, Theory and Practice
A-13	C. P. A. Quiz Elective	A-14	C. P. A. Quiz Elective

ELECTIVES

A-16	Mathematics of Accounting	E-2	Public Speaking
F-4	Investment Securities	M-3	Fundamentals of Salesmanship
E-1	Business Letters and Reports	M-7	Business Psychology
A-7	Federal Taxes	Adm-4	Business Statistics and Forecasting
Adm-2	Industrial Management	Adm-3	Office Management.
F-3	Credits and Collections		

SUBJECTS OFFERED 1925-1926

(BY YEARS)

First Year—Accounting (A-1 and A-2), Law 1, Law 2, Economics 1, and Principles of Business.

Second Year—Accounting (A-3 and A-4), Law 3, Law 4, Economics 1, and Principles of Business.

Third Year—Cost Accounting (A-5 and A-6), Federal Taxes (A-7), Specialized Accounting (A-9), Credits and Collections (F-3) and Business Statistics and Forecasting (Adm.-4).

Fourth Year—C. P. A. Quiz (A-13 and A-14), Federal Taxes (A-7), Specialized Accounting (A-9), Credits and Collections (F-3) and Business Statistics and Forecasting (Adm.-4).

Note—First year students who lack proficiency in bookkeeping may be required to take bookkeeping on Friday evening without credit. For this a charge of \$5.00 a month will be made.

BUSINESS ADMINISTRATION

Executive ability is scarce. If to general intelligence and personality there can be added the precise knowledge of those subjects needed in the conduct of a business concern, such as advertising, salesmanship, law, organization, credits, accounts, etc., there is little doubt of the possessor's success. Firms are on the lookout for such men.

Statistics show that out of every hundred men only two per cent are leaders. The question naturally arises as to what are the essential qualities necessary to climb into the two per cent class. The answer, as shown by the lives of successful men, is a broad fundamental training and acquaintanceship with all phases of modern business.

This course aims to develop general executives. The best specialists obtainable have been engaged as instructors. For the man who wishes to broaden his view of business relationships, this course offers a broad field to fill his needs. For prospective Business Managers and for those desiring general executive training, this four-year course will be of great value. The B. C. S. degree is given upon completion of the course. During 1925-1926 the first two years only are completely available.

FIRST AND SECOND YEARS

Same as courses in Accountancy.

THIRD YEAR

First Semester

M-3 Salesmanship Fundamentals
Adm-2 Industrial Management
Adm-8 Purchasing

Second Semester

M-4 Sales Practice
Adm-4 Office Management
E-2 Public Speaking

FOURTH YEAR

Marketing Operations	Business Psychology
Credits and Collections	Advertising Fundamentals
Business Letters and Reports	Business Statistics and Forecasting

ELECTIVES

No hard and fast rules are made as to requirements in this course. The student may elect subjects to suit his individual needs and desires. Any subject in the Accountancy Course may be elected.

BRIEF DESCRIPTION OF COURSES

ACCOUNTANCY

A-1 A-2—Theory and Practice of Accounting. A beginning course in the theory and practice of accounting. Based on Accounting, Theory and Practice, Volume I, Kester. 8:00-9:00. Mr. Axtman, Mr. Bell.

A-3 A-4—Theory and Practice of Accounting. A continuation of Accounting A-1 and A-2. Based on Accounting, Theory and Practice, Volume II, Kester. 7:00-8:00. Mr. Axtman.

A-5 A-6—Cost Accounting. A thorough course based on "Cost Ac-

counting Principles and Practice," Jordan and Harris. 7:00-8:00. Mr. Bell.

A-7—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. 8:00-9:00. Second Semester. Mr. Clark.

A-9—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). 8:00-9:00. First Semester. Mr. Clark.

A-11 A-12—Auditing. An intensive course in Auditing Practice and Procedure, for advanced students in Accountancy. Based on "Auditing, Theory and Practice," Montgomery, Volume I. Not offered 1925-1926.

A-13 A-14—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. 7:00-8:00. Mr. Clark.

A-16—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; commuted rents in leases; and depreciation methods. Logarithmic, compound interest and annuity tables. Based on "Mathematics of Accounting and Finance," Walton and Finney. Not offered 1925-1926.

FINANCE

F-1—Money and Banking. Based on "Financial Organization of Society," Moulton. Not offered 1925-1926, except in College of Liberal Arts.

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. Not offered 1925-1926.

F-3—Credits and Collections. Based on Credits and Collections by Ettinger and Golieb. It teaches the principles and supplies the facts that show just when and when not to grant credit. It explains where to get information about those who apply for credits and tells how to collect after credit is granted. 9:00-10:00. First Semester. Mr. Bell.

BUSINESS LAW

L-1—General Survey; Contracts; Agency; Bays' American Commercial Law Series, Book I. 7:00-8:00. First Semester. Mr. Roth.

L-2—Partnerships; Corporations. Bays' II. 7:00-8:00. Second Semester. Mr. Roth.

L-3—Bailments and Carriers; Sales; Negotiable Paper; Banks; Suretyship. Bays III. 8:00-9:00. First Semester. Mr. Roth.

L-4—Property (Including Estates and Wills); Bankruptcy; Debtor; Creditor. Bays IV. 8:00-9:00. Second Semester. Mr. Roth.

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. 9:00-10:00. Second Semester. Mr. Roth. Mr. Axtman.

Adm. 2—Industrial Management. Organization, Good Judgment; Records; Planning; Standardizations; Rewards; Plant Layout; Machine and Stock Layouts; Standardization of Product and Equipment; Production Control; Establishing Standard Times; Tasks and Rate Selling; Methods of Payment; Employment Methods; Accounting and Office Methods; Sales Promotion and Standardization. Not offered, 1925-1926.

Adm. 3—Office Organization and Management.

Principles of Office Management; Location and Layout of Office; Office Equipment; Methodizing the Means of Communication; Filing Department; Stenographic Department; Methods of Measurement and Control of Stenographic Output; The Language of Business Writing; Speech of the Executive; Traffic and Credit Departments; Sphere and Control of Sales; Work of Sales Promotion Department and Advertising. Not offered, 1925-1926.

Adm. 4—Business Statistics and Forecasting.

Based on "Elements of Statistical Methods", King, and "Business Forecasting", Jordan. The use of charts, graphs, and statistics as a means of control in business. A study of the periodic rise and fall of business as a training in developing foresight is the most valuable of business assets. 9:00-10:00. Second Semester. Mr. Bell.

Adm. 5—Business Psychology.

A scientific approach to the solution of business problems will be made by a study of the fundamental principles of elementary psychology. Parallel to the mastery of these principles will be given an abundance of illustrative material taken from business relationships and the emphasis made on applying the principles to the various phases of business. The various phases of business to be thus dealt with will include the following subjects; Objective and Subjective Influences Determining Demand; Price, Advertising, Selling, Trade Marks, Containers, Display; Location and Policy of Store; The Problems of Advertising; Attracting Attention; Securing Conviction by Suggestion; Individual Adaptability to Occupation and Profession; Methods of Rating Human Quality; Job Specification; Psychological Tests in Employment. Not offered, 1925-1926.

Adm. 6—Advertising Fundamentals.

The Occupation, The Growth; The Purpose; The Branches; The Copy; The Art; The Layout; The Printing; The Sign; The Letter; The Publication; The Circular; The Retail; The National; The Mail Order. Offered only as special class, 1925-1926.

Adm. 7—Purchasing.

Sources of information; Factors in Price Changes; A Typical Purchasing Department; Qualifications for Success; The Ethics of the Profession; The Mechanics of the Profession; The Modern Catalogs and Files; Relation to Other Departments; The Functions of Specifications; Testing of Materials; Store Equipment and Functions; Purchase and Care of Office Equipment; Budget Control of Purchases by Detailed Estimates; Problems in Purchasing Lumber; Paper; Automobile Tires; Textile Purchasing; The Purchase of Advertising; Copper and Brass; Machinery and Mine Equipment; Coal for Steam or Heating; Coal Analysis; Coal Storing; Steel; Modern Foundry Supplies; Salvage; Cooperative Buying; Practical Problems for Solution. Offered only as special class, 1925-1926.

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. Offered only as special class 1925-1926.

M-4—Sales Practice. As the name implies this is a practice course in which the students concentrate on the application of what he has previously learned by experience and study. Demonstration Sales are given, covering thoroughly the following; The Constituents of a Sale; The Mental Factors in a Sale; The Salesman Who Sells; Getting an Audience; Attracting Attention; Establishing Confidence; Motivating Interest in the Goods; Creating Convictions; Inducing Desire for the Goods; The Art of Closing the Sale; Capitalizing Sales; Standard Marketing Problems; You and Tomorrow. Not offered, 1925-1926.

M-5—Marketing Operations.

Marketing Functions; The Wholesaler; The Department Store; The Chain Store; the Mail Order House; Market Analysis; Advertising Costs; Trade Marks and Unfair Competition; Price Determination; Cost of Merchandising and Critique of Existing Marketing Systems. Not offered, 1925-1926.

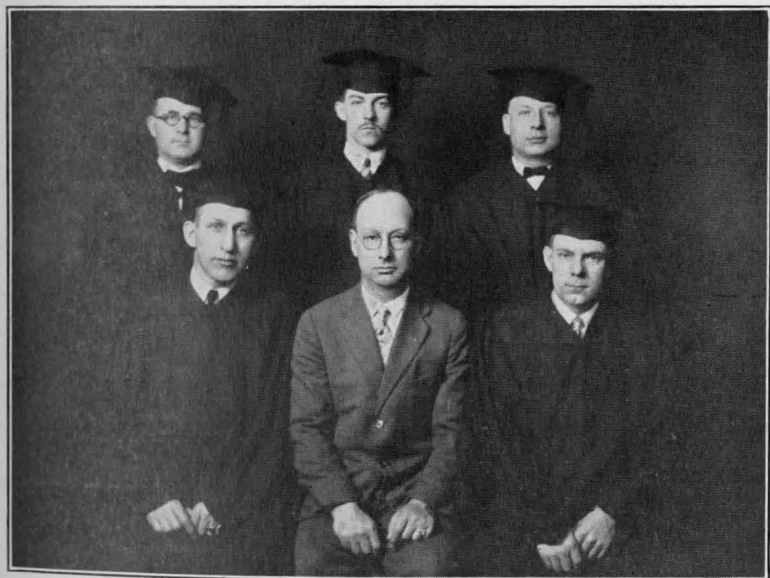
ECONOMICS

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 Carver's College Economics. 9:00-10:00. First Semester. Mr. Roth, Mr. Axtman.

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. Offered only as special class, 1925-1926.

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. Offered only as special class, 1925-1926.



GRADUATING CLASS 1925

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 Commerce and Finance
The Technical School
The Trade School

The School of Liberal Arts
The Evening High School
The Day and Evening Business School
The Elementary School

The Youngstown Institute of Technology

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of Law

1925-1926

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Philip Wick

Edward F. Clark

THE YOUNGSTOWN COLLEGE OF LAW

ADMINISTRATION

HOMER L. NEARPASS, A. M. . . . *Director of The Institute of Technology*
 JUDGE GEORGE H. GESSNER, LL. B. . . . *Dean of the College of Law*
 FRED A. R. FLINT *Registrar*

THE FACULTY

Judge George H. Gessner, LL. B.
Henry C. Church, LL. B.
Carl Armstrong, A. B., LL. B.
Herschel H. Hunt, LL. B.
Harry P. McCoy, LL. B.
Donald B. Lynn, A. B., LL. B.
Erskine M. Maiden, Jr., A. B.
Judge Clifford M. Woodside, LL. B.
William T. Swanton, LL. B.
Knowles Wyatt, A. B., LL. B.
Jesse H. Leighninger, A. B., LL. B.

THE CALENDAR

1925-1926

FALL QUARTER, 1925

Major subjects begin September 29, 1925, end December 18, 1925.
One-half majors begin September 29, 1925, end November 6, 1925.
One-half majors begin November 10, 1925, end December 18, 1925.

WINTER QUARTER, 1926

Major subjects begin December 29, 1925, end March 19, 1926.
One-half majors begin December 29, 1925, end February 5, 1926.
One-half majors begin February 9, 1926, end March 19, 1926.

SPRING QUARTER, 1926

Major subjects begin March 23, 1926, end June 11, 1926.
One-half majors begin March 25, 1926, end April 30, 1926.
One-half majors begin May 4, 1926 end June 11, 1926.

SUMMER QUARTER, 1926

Major subjects begin July 6, 1926, end September 24, 1926.
One-half majors begin July 6, 1926, end August 13, 1926.
One-half majors begin August 17, 1926, end September 24, 1926.

Classes meet Tuesday and Friday from 7:00 to 8:30 and 8:30 to 10:00 P. M.

THE YOUNGSTOWN INSTITUTE OF TECHNOLOGY (INC.)

HISTORY

The Youngstown Institute of Technology, being maintained by the 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 1,900 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 volumes 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 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

REGULAR STUDENTS

1. Persons having a good moral character and presenting satisfactory evidence of having successfully completed 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, may be admitted as regular students and will be candidates for the degree LL. B.

SPECIAL STUDENTS

2. A limited number of persons who possess less than the amount of credit required 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 Dean.

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' Coöperative 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' Coöperative 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."

9. A prize in the form of a set of "Corpus Juris", given by the American Law Book Company, Brooklyn, New York, is awarded annually to the student who receives the highest grade in "Brief Making and the Use of

Law Books," which is limited to Juniors and Seniors only. Dennis E. Strait was the winner of this prize in 1924-25.

WITHDRAWALS AND REFUNDS

A student compelled to withdraw on account of personal illness before the middle of the quarter will be refunded the unused portion of tuition upon written application to the Dean of the school accompanied by a physician's certificate.

In case a student who is regularly employed during the day is sent out of the city permanently by his employer, a refund will be made of the unused portion of the tuition provided a written statement is furnished to that effect by his employer.

No refunds will be granted in cases where the student voluntarily withdraws, or where the student has attended more than one-half the period for which payment has been made.

No application for refund will be considered unless presented in writing and unless made before the close of the quarter for which the tuition was paid. When refund is granted the student will be charged ten dollars for registration and a pro rata amount for the instruction he has received.

Tuition not refunded or used may be applied on subsequent courses pursued in the school, provided such courses are undertaken within one year from the date of withdrawal of the student.

FEEES

Tuition, each quarter, \$34.00.

If the amount of the initial payment is \$25.00 or more, 10% of this amount will be deducted from the price of the course.

A fee of \$5.00 will be charged for conferring the LL. B. degree.

No extra charge will be made for library, registration, or membership in the Y. M. C. A.

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

TUESDAY AND FRIDAY

FALL QUARTER, 1925

SEPTEMBER 29 TO DECEMBER 18

YEAR	7:00-8:30 P. M.	8:30 to 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 to 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, 1926

MARCH 23 TO JUNE 11

YEAR	7:00-8:30 P. M.	8:30 to 10:00 P. M.
1.	Agency	Torts II (½)
2.	Real Property III	Personal Property (½)
3.	Trusts	Sales (½)
4.	Jurisprudence II	Bailments and Carriers (½)
		Evidence II (½)
		Mortgages (½)
		Brief Making (½)
		Conflict of Laws (½)

SUMMER QUARTER, 1926

JULY 6 TO SEPTEMBER 24

YEAR	7:00-8:30 P. M.	8:30 to 10:00 P. M.
1.	Criminal Law	Domestic Relations
2.	Private Corporations	Municipal Corporations
3.	Damages	Wills

Note—(½) 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. 1½ 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; breach of contract and its legal effect; and discharge of contract. 1½ 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; admission 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 or 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 Mjr. 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. Goddard's Cases on Bailments and Carriers.

15. PRIVATE CORPORATIONS—History and general principles; Creation, organization and citizenship; defacto corporations, the charter, franchise and privileges, powers, doctrine of ultra vires, torts and crimes; captal 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, Keigwin'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 object to evidence; the ruling of evidence; exceptions to such rulings, and the building of a record for error or appeal proceedings. $1\frac{1}{2}$ Mjr. Case book to be selected.

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 morgagor and mortgagee. $\frac{1}{2}$ 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, consructive trusts, executed and executory trusts, nature of cestui que trusts, interests 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. $\frac{1}{2}$ 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. $\frac{1}{2}$ 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 I)—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 Constitution 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.



GRADUATING CLASS 1925

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 Commerce and Finance

The Technical School

The Trade School

The School of Liberal Arts

The Evening High School

The Day and Evening Business School

The Elementary School

The Youngstown Institute of Technology

ANNUAL CATALOGUE

OF THE

College of Liberal Arts

In Co-operation With

HIRAM COLLEGE, Hiram, Ohio

THIEL COLLEGE, Greenville, Pa.

GENEVA COLLEGE, Beaver Falls, Pa.

1925-1926

Fifth Year

CO-EDUCATIONAL

Offices

17 North Champion Street

Classrooms

315 Wick Avenue

Young Men's Christian Association

Youngstown, Ohio



CLASS IN ENGLISH

The Youngstown Institute of Technology

THE BOARD OF TRUSTEES

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James A. Henderson

Philip Wick

Edward F. Clark

THE COLLEGE OF LIBERAL ARTS
ADMINISTRATIVE OFFICERS

Homer L. Nearpass.....Director of the Institute of Technology
A. M. Teachers' College, Columbia University

Fredâ R. Flint.....Registrar of the College

THE FACULTY

Joseph Earle Smith, Professor of Economics, Sociology and History
A. M. University of Nebraska (Hiram)

Ernest G. Walker, Professor of Psychology and Education
A. M. University of Chicago (Hiram)

Ralph Andrews Waldron, Professor of Geology and Astronomy
Ph. D. University of Pennsylvania (Thiel)

Earl A. Moore, Professor of English and Public Speaking
A. M. Indiana University (Geneva)

Lee E. Cannon, Professor of English and Modern Language
A. M. University of Wisconsin (Hiram)

John A. M. Stewart, Professor of Zoology
M. Sc. Allegheny College (Thiel)

COLLEGE CALENDAR

1925-1926

September 21, Monday
First Semester Begins

November 26, Thursday
Thanksgiving Holiday

December 18, Friday
Christmas Recess begins at 10:00 P. M.

January 4, Monday
Christmas Recess ends at 4:30 P. M.

February 5, Friday
First Semester ends at 10:00 P. M.

February 8, Monday
Second Semester begins at 4:30 P. M.

June 11, Friday
Second Semester ends.

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.

HISTORY

The Educational Department of the Youngstown Young Men's Christian Association was founded by the Board of Trustees in 1888. From 1888 until 1915 the Department bore the name of "Association Institute". In 1915 the schools were formally organized and incorporated under the laws of the State of Ohio and proceeded as "The Youngstown Association Schools". In 1921 the name was changed to "The Youngstown Institute of Technology."

In the beginning only a few unrelated courses were offered. But as the city grew, new educational demands were made which the Association Schools attempted to meet. This has given growth until at present this Department has eight separately organized schools.

The Y. M. C. A. Schools are the product of a successful experiment in adult education. They have grown because of the increasing demand for trained men and women for good citizenship today. The "Y" Schools furnish opportunity for those who must utilize leisure time to best advantage.

SCHOOL OF LIBERAL ARTS

PURPOSE AND SCOPE

The School of Liberal Arts of the Youngstown Institute of Technology was founded in 1921 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 territory are students.

CO-OPERATIVE PLAN

The work of The College of Liberal Arts is operated in coöperation 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 coöperative 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.

GRADING SYSTEM

The grading system is standard throughout the schools of college grade. Passing grades are indicated by the letters A, B, C, and D. A condition is indicated by the letter E. Failure by F. A report of grades and standing is given to each student at the close of each semester.

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. An applicant for admission must be a graduate of a first grade high school.

Special students will be registered in the various schools only after they have secured a written recommendation from the Dean of the school they wish to enter.

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, three per cent 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

Text books and supplies may be purchased at the school book store, Collegiate Division Building, 315 Wick Avenue.

Students may register at the Educational Offices, rooms 301-303 Y. M. C. A. Building, 17 North Champion Street, between the hours of 8:30 A. M. and 9:30 P. M. with the exception of Saturday evening. Applications for admission should be made at least one week before the opening date in order that the details of registration may be completed and the service to the students facilitated. Students enrolling in the College of Liberal Arts must file a statement of High School credits at the time of registration.

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.

BASIS OF CREDIT

Most of the courses in The School of Liberal Arts meet three hours

tionships of the various insect groups. Collection and identification of animal forms. Pre-requisite, course 101 or its equivalent. Four hours' credit. Mr. Stewart.

401—Descriptive Astronomy.....7:00-10:00 Wednesday
3 hours a week. First semester.

The aim is to give a general, non-technical knowledge of the subject, including the history of the science and its influence in shaping the thinking of mankind. Dr. Waldron.

402—The Principles of Geology.....7:00-10:00 Wednesday
3 hours a week. Second semester.

Lectures supplemented by assignments in texts covering an outline

SUGGESTED PROGRAM

FIRST YEAR STUDENT—FULL TIME

			Hours Credit
French I	4:30- 6:00	Monday, Thursday	6
U. S. History.....	4:30- 6:00	Tuesday, Friday	6
Prose Fiction	7:00- 8:30	Monday, Thursday	6
British Literature	8:30-10:00	Monday, Thursday	6
English Composition	7:00-10:00	Wednesday	6
			30

or

Principles of Sociology and Social Pathology	7:00-8:30	Tuesday, Friday	6
instead of French or U. S. History			
Zoology	7:00-10:00	Monday, Thursday	8

and

Principles of Sociology and Social Pathology	7:00-8:30	Tuesday, Friday	6
instead of British Literature and Prose Fiction			

SUGGESTED PROGRAM

SECOND YEAR STUDENT—FULL TIME

			Hours Credit
French I	4:30- 6:00	Monday, Thursday	6
U. S. History	4:30- 6:00	Tuesday, Friday	6
Zoology	7:00-10:00	Monday, Thursday	8
Geology-Astronomy	7:00-10:00	Wednesday	6
Principles of Sociology and Social Pathology	7:00- 8:30	Tuesday, Friday	6
			32

or

English Composition	7:00-10:00	Wednesday	6
instead of Geology and Astronomy			

or

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 stand-ard college or university.

GRADING SYSTEM

The grading system is standard throughout the schools of college grade. Passing grades are indicated by the letters A, B, C, and D. A condition is indicated by the letter E. Failure by F. A report of grades and standing is given to each student at the close of each semester.

or

Psychology and Labor
 Problems8:30-10:00 Tuesday. Friday 6

DESCRIPTION OF COURSES

GROUP I—ENGLISH

25—Prose Fiction7:00-8:30 Monday, Thursday
 3 hours a week throughout the year.

A study of the technique of the novel and of the short story, and of their history in England and America. Mr. Cannon.

23—History of British Literature8:30-10:00 Monday, Thursday
 3 hours a week throughout the year.

A complete survey of English literature. Mr. Cannon.

24—Rhetoric and Composition7:00-10:00 Wednesday
 3 hours a week throughout the year.

Study of gathering and organization of material, mechanics of composition, grammar, punctuation, sentence structure, diction, unity, coherence, emphasis, clearness, paragraphing, exposition, description, historical narration, the familiar essay, letter-writing, argumentation, the oration, the short story, oral composition, and the interpretation of literature. Study and discussion of text-book material and specimen literary selections, production of paragraphs and themes, and supplementary reading. Texts: Manual for English 24; Slater: Freshman Rhetoric; Foerster and Steadman: Sentences and Thinking; Chamberlain and Bolton; Progressive Readings in Prose; Shurter: The Rhetoric of Oratory. Mr. Moore.

GROUP II—NATURAL SCIENCE

101—General Zoology7:00-10:00 Monday, Thursday
 2 hours lecture and 4 hours laboratory a week. First semester.

A general course covering a comprehensive study of invertebrate animals as to classification, structure, physiology, life history, habits, and inter-relationships. Four hours' credit. Mr. Stewart.

102—General Zoology7:00-10:00 P. M., Monday, Thursday
 2 hours lecture and 4 hours laboratory. Second semester.

A continuation of course 101. The latter part of the semester will be given to the study of entymology; structure, habits, and economic rela-

tionships of the various insect groups. Collection and identification of animal forms. Pre-requisite, course 101 or its equivalent. Four hours' credit. Mr. Stewart.

401—Descriptive Astronomy.....7:00-10:00 Wednesday
3 hours a week. First semester.

The aim is to give a general, non-technical knowledge of the subject, including the history of the science and its influence in shaping the thinking of mankind. Dr. Waldron.

402—The Principles of Geology.....7:00-10:00 Wednesday
3 hours a week. Second semester.

Lectures supplemented by assignments in texts covering an outline of the history of the earth, materials and features comprising it, and processes of alteration by streams, glaciers, and climate. The geological formations in Mill Creek Park and other points near Youngstown will receive special attention. Dr. Waldron.

GROUP III—EDUCATION AND PSYCHOLOGY

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

An introductory course to the general field of psychology. Mr. Walker.

22—Educational Psychology.....7:00-8:30 Tuesday, Friday
3 hours a week, second semester.

A direct application of the principles of psychology to the field of education will be made in this course. The original equipment of the child, individual differences and the learning process will be studied in detail. Pre-requisite, Psychology 21. Mr. Walker.

41—Methods of Teaching.....8:30-10:00 Tuesday, Friday
3 hours a week, first semester.

A discussion of the types of learning with corresponding methods of presentation to classes will be made. The principles of selection of subject matter and related subjects will be discussed. Mr. Walker.

32—School Organization.....8:30-10:00 Tuesday, Friday
3 hours a week, second semester.

Educational administration and classroom management will be studied. Special attention will be given to the organization of the Ohio Educational System, and a comparison of the Ohio system with systems of other states. Pre-requisites, courses in the History of Education and Psychology 21. Mr. Walker.

GROUP IV—SOCIAL SCIENCE

33—American History.....4:30-6:00 Tuesday, Friday
3 hours a week throughout the year.

A study of exploration, colonization, and development of our national life to the present time. Mr. Smith.

31—Principles of Sociology.....7:00-8:30 Tuesday, Friday
3 hours a week, first semester.

A course in sociological theory in which a study is made of the

fundamental principles which govern society and social evolution. This course is pre-requisite for other courses in sociology. Mr. Smith.

32—Social Pathology.....7:00-8:30 Tuesday, Friday
3 hours a week, second semester.

A study of the dependent, defective, and delinquent classes of society with the methods employed in dealing with them. Mr. Smith.

Economics 31—Money and Banking.....8:30-10:00 Tuesday, Friday
3 hours a week, first semester.

A study of the financial organization of society. Mr. Smith.

Economics 42—Trade Unions and Labor Problems.....
.....8:30-10:00 Tuesday, Friday
3 hours a week, second semester.

The object of this course is to give a historical and critical study of the labor movement in this country and England. Special attention is given to trade unions, strikes, conciliation, and arbitration. Mr. Smith.

GROUP V—MODERN LANGUAGE

11—Elementary French.....4:30-6:00 Monday, Thursday
3 hours a week throughout the year.

Grammar, reading of modern authors, dictation, pronunciation, sight translation. Mr. Cannon.

GROUP VI—PHILOSOPHY

Walker

21—Introduction to the Study of Philosophy...4:30-6:00 Tuesday, Friday
3 hours a week, first semester.

It is the object of this course to consider various practical matters pertaining to the value of the study of philosophy, and the proper spirit and best method in its pursuit. The relations which exist between philosophy and such other vital interests as religion, natural science, and psychology are discussed, and the chief subdivisions of philosophy itself are distinguished and related. This course is pre-requisite for all other courses in philosophy. Mr. Walker.

32—Ethics.....4:30-6:00 Tuesday, Friday
3 hours a week, second semester.

A brief consideration of the theory and history of ethics, and a more extended discussion of contemporary ethical problems. Mr. Walker.

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 Commerce and Finance

The Technical School

The Trade School

The School of Liberal Arts

The Evening High School

The Day and Evening Business School

The Elementary School