ANNUAL CATALOG

of the

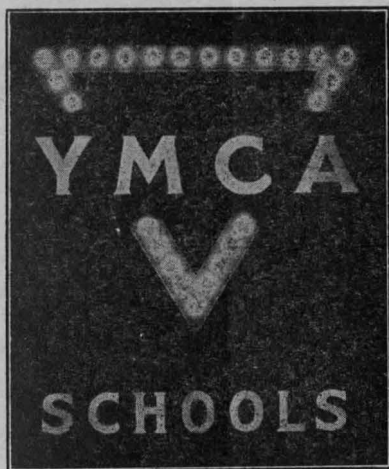YMCA SCHOOLS

Youngstown Institute of Technology

PREPARATORY DIVISION

High School
Business School
Technical School
Elementary School

1926 — 1927
Offices and Classrooms—410 Wick Avenue
Youngstown, Ohio

Home of the Y. M. C. A .Schools

Contents---

THE BOARD OF TRUSTEES

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R. A. Witchey, A. B.	Ass't. Educational Director and Registrar
Freda R. Flint	Director of Promotion
Clayton E. Elliott	Field Representative
G. A. Wright, A. B.	Principal Evening High School
E. S. Freed, B. S.	Principal Elementary School
Gladys McCallister	Principal Day Business School
Karl Klaesius	Principal Technical School
Irene Donahay	Recorder
Elsie Randall	Cashier

The Faculty

H. L. Nearpass, A. M.   Educational Director

High School

G. A. Wright, A. B.   Principal
       Latin and Mathematics
W. V. Wales, A. B.   English
J. W. Smith, B. S.   English
L. S. Bloomfield, A. M.   Social Science
H. C. Welsh, A. B.   Mathematics
C. B. Senft, A. B.   Natural Science
R. H. Gillespie, A. B.   Natural Science
Mrs. Anna Schaefer, Ph. B.   Modern Language

Technical School

Carl Klaesius   Mechanical Drawing and
       Mathematics
       Blue Print Reading and
       Estimating

Day Business School

Gladys McCallister   Shorthand and Typewriting
Elizabeth Hunt   Bookkeeping

Evening Business School

Alfred Quinnette, B. S.   Shorthand
Gertrude Pierson   Shorthand and Business English
Ethel Senft   Typewriting
Thelma Armagost   Shorthand & Business Arithmetic
Walter Church, B. C. S.   Bookkeeping

Elementary School

E. S. Freed, B. S.   7th and 8th Grades
Mrs. Disney Shale, A. B.   5th and 6th Grades

The faculty of the Y. M. C. A. Preparatory schools is composed entirely of experienced teachers. The High School faculty is chosen from the large number of teachers in the Day High Schools of the city. Only teachers who have a deep interest in the pupils and who have become outstanding in their profession, are chosen as our instructors.

The faculty of the Business School is composed of a group of teachers who have had experience in the business world and also had teaching experience. The teachers endeavor to fit the student with necessary training to enter business.

The faculty of the Technical School is composed of men drawn from the ranks of the engineering profession. These men are all interested in giving to the student the best vocational training possible. They come night after night, spending their time in an effort to help worthy young men to a larger field of opportunity.

The teachers of the grade school work also find joy in devoting their time to the advancement of young men and women who have not had the privilege of a common school education.

LOCATION

The Y. M. C. A. Schools are now located in the Y. M. C. A. Educational Building, 410 Wick Avenue. This building was formerly the residence of Mr. John C. Wick. The large rooms of the old mansion have been converted into classrooms, all of which are equipped with the most modern lighting equipment. A new heating plant makes the building very comfortable on the coldest day. The original finish of the rooms gives a dignity not found in the ordinary classrooms.

PURPOSE

The Y. M. C. A. Preparatory Schools endeavor to afford an opportunity for further study and advancement to all those persons who have been unable to finish the Public Schools of the city. Since nearly all chances for advancement now rest upon a High School training or some specialized course, our schools furnish the instruction necessary for helping young men or young women secure promotions.

CHARACTER BUILDING

The Y. M. C. A. Schools are different from most schools in that they frankly emphasize the matter of character building. Students entering these schools will be impressed especially by the clean and comfortable class rooms, the atmosphere of refinement and the high type of students with whom they will mingle. The faculty and administrative officers take a personal interest in each individual student. All of these things help to develop and maintain a very high morale in the schools.

PHYSICAL PRIVILEGES

All men of the Y. M. C. A. Schools are entitled to the use of the Y. M. C. A. gymnasium and swimming pool free of charge while enrolled as students.
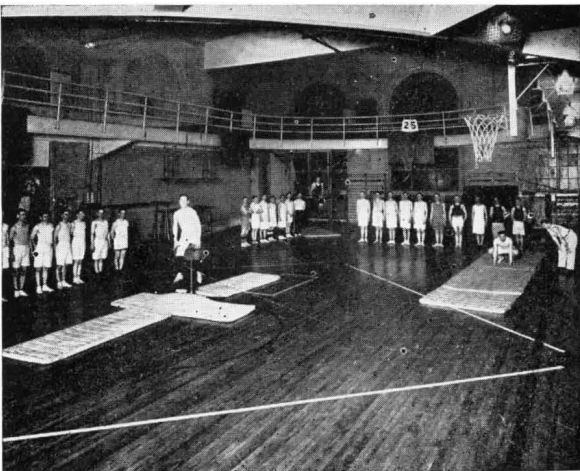
Y. M. C. A. Gymnasium

EVENING HIGH SCHOOL

Calendar

Wednesday, September 8, 1926	First Semester begins
Thursday, November 25, 1926	Thanksgiving Day
Friday, January 21, 1927	First semester ends.
Monday, January 22, 1927 *31/2t*	Second semester begins
Friday, June 10, 1927	Second semester ends

The Y. M. C. A. Evening High School holds a first grade charter from the State of Ohio and is fully accredited by the North Central Association of Colleges and Secondary Schools. The highest standards are maintained in all of our work. The same number of class room hours is given as in any Day High School of first grade.

EQUIPMENT

The High School is well equipped for teaching the subjects offered in a modern High School curriculum. The Chemistry Laboratory is one of the most complete in the city. The Physics Laboratory is completely equipped for the experiments as required in Millikan & Gales Physics text. The Library contains a large number of the books required for the outside reading of the English courses. Each year new books are purchased for the library. Other material, such as charts and maps, is provided for the use of the students.

REQUIREMENTS FOR ADMISSION

The requirements for admission to The Y. M. C. A. High School are the same as for admission to any approved high school. Sixteen full unit credits are required for graduation, these sixteen credits being distributed over the several high school subjects in accordance with the requirements of the State Department of Public Instruction at Columbus, and with the requirements of College Entrance Boards.

SESSIONS

The Evening High School meets on Monday, Wednesday and Friday evenings from six until ten o'clock.

ENROLLMENT

Enrollment is by the semester. Each student is urged to sign up at least two weeks in advance in order that classes may be determined and sufficient supplies ordered. The following tuition rates apply to High School subjects:

Four subjects	$50.00 per semester
Three subjects	42.50 per semester
Two subjects	32.50 per semester
One subject	25.00 per semester

If $25.00 or more is paid on or before the opening night, 10% of said amount will be deducted from total cost of the course.

SPECIAL FEES

Chemistry Lab. Fee	$5.00 per semester
Physics Lab. Fee	2.50 per semester
Biology Lab Fee	2.50 per semester
Diploma Fee	5.00
Special Examination Fee	2.00

Note: No special examinations will be given in cases where the applicant has missed the regular examination, due to illness or unavoidable working hours.

COURSE OF STUDY

First Year

(First Semester)	(Second Semester)
English 1B	English 1A
Ancient History 1B	Ancient History 1A
Science 1B	Science 1A
French 1B	French 1A
Latin 1B	Latin 1A
Algebra 1B	Algebra 1A
Bookkeeping 1B	Bookkeeping 1A

Second Year

English 2B	English 2A
Modern History 1B	Modern History 1A
Biology 1B	Biology 1A
Caesar 1B	Caesar 1A
French 2B	French 2A
German 1B	German 1A
Plane Geometry 1B	Plane Geometry 1A
Typewriting 1B	Typewriting 1A

Third Year

English 3B	English 3A
Eng. History 1B	Eng. History 1A
Economics	Sociology
Physics 1B	Physics 1A
Cicero 1B	Cicero 1A
German 2B	German 2A
Spanish 1B	Spanish 1A
Adv. Algebra	Solid Geometry
Shorthand 1B	Shorthand 1A

Fourth Year

English 4B	English 4A
American History	Civics
Physical Geography	Commercial Law
Chemistry 1B	Chemistry 1A
Virgil 1B	Virgil 1A
Spanish 2B	Spanish 2A

The student may select a course from the subjects listed above.

DESCRIPTION OF COURSES

English

English 1B and 1A   40 weeks   One Unit

The fundamentals of composition and rhetoric are taught in this course. English grammar is also reviewed. Text: Lewis and Hosic, Practical English for High School.

In the study of Literature the following texts are used: Readings from Literature by Halleck and Barbour, As You Like It, Ivanhoe and the Sketch Book.

English 2B and 2A   40 weeks   One Unit

In this course special attention is given to written composition. Text: Lewis and Hosic, (second half), Practical English for High Schools.

The work in Literature consists of a study of Silas Marner, Julius Caesar, Idylls of the King, Lady of the Lake, and Ashman's Prose and Poetry.

Y. M. C. A. HIGH SCHOOL SCHEDULE 1926-1927

Hour	Year	First Semester	Second Semester
6:00 to 7:00	1	English 1B	*English 1B.* English 1A
	2	Caesar B	Caesar A
	3-4	Physical Geography	~~Commercial Law~~ *Phy. Geog.*
	4	Chemistry B	Chemistry A
7:00 to 8:00	1	General Science 1B	General Science 1A
	1	Ancient History B	Ancient History A
	2	Plane Geometry B	Plane Geometry A
	2	German 1B	German 1A
	3	Economics	Sociology
	4	English 4B	English 4A *Latin 1B - Pub. Sp. Speaking*
8:00 to 9:00	1	Algebra 1B	Algebra 1A
	2	Modern History B	Modern History A
		Biology B	Biology A
	3	English 3B	English 3A
	3	Cicero B	Cicero A
	3-4	Spanish 2B	Spanish 2A *Algebra 1B.*
9:00 to 10:00	1	Latin 1B	Latin 1A
	2	English 2B	English 2A
	3	Advanced Algebra	Solid Geometry
	3	Physics B	Physics A
	4	American History	Amer. Government

English 3B and 3A   40 weeks   One Unit

The work consists of a continuation of oral and written composition, based on Composition and Rhetoric by Thomas, Howe and O'Hare. Also considerable time is spent on American Literature based on American Literature with Readings by Pace. The Crisis by Churchill. Tale of Two Cities, Macbeth, and Chief American Poets are studied during the year.

English 4B and 4A   40 weeks   One Unit

English Literature with Readings by Pace forms the basis for an intensive study of English Literature. Many of the plays of Shakespeare, Marlowe, and Johnson are reviewed in class as are the novels of Scott, Dickens, Eliot and Thackery. The literature of the Elizabethan, Romantic and Victorian Ages receives special treatment.

Note: In each course, besides the above work, each student is required to read and review several approved books each semester.
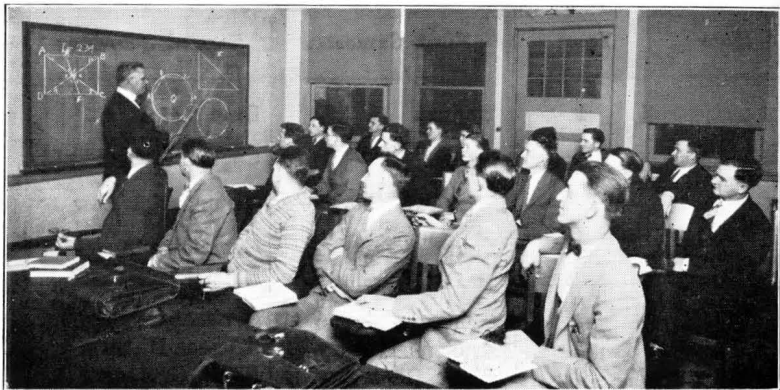
Class in Plane Geometry

Public Speaking, A and B   40 weeks   One Unit

The first semester is devoted to drill in the fundamentals of Public Speaking and also practical application of the laws and practices of governing bodies. The aim is to enable the student to express himself naturally, clearly, and forcefully, and so become master of himself while addressing an audience.

Debating, Oratorical Contests,Impromptu, and Extemporaneous speaking are featured the second semester.

Social Science

Ancient and Medieval
History 1B and 1A   40 weeks   One Unit

A glimpse of early civilization and the progress made during the early ages of history is necessary in order to know and appreciate modern history.   Text: Early European History by Webster.

Modern European History
2B and 2A   40 weeks   One Unit

This course deals with the rise and struggles of the European Nations and their influence on world progress.

Text: Modern European History by Webster.

English History 3B and 3A   40 weeks   One Unit

The development of England and of the British Empire is studied throughout the year.   Text: Cheney, A Short History of England.   Not offered 1926-27.

American History and
American Government   40 weeks   One Unit

A review of American History and Civil Government of the United States.   Required of all seniors.   Text: Muzzy's American History; Magruder's American Government.

Economics 1   20 Weeks   One-half Unit

A study of elementary principles of economics and their application to every day problems.   Text: Economics by Stanton and Lutes.

Sociology 1   20 Weeks   One-half Unit

This is an elementary course in which social relations of the home, family, and community are discussed and studied.   Text: Towne's Social Problems.

Chemical Laboratory

Language

Latin 1B and 1A   40 weeks   One Unit

The first year is entirely devoted to building a vocabulary and becoming familiar with the grammatical construction of the Latin language. Near the end of the course short passages from Caesar's Gallic Wars are read. Text: Smith's Elementary Latin.

Latin 2B and 2A   40 weeks   One Unit

During the second year the first four books of Caesar's Gallic Wars are read. Latin Composition is practiced throughout the year. Text: Rolp and Dennison's Latin Reader.

Latin 3B and 3A   40 weeks   One Unit

In this course Cicero's Manlian Law, Poet Archias, and The Four Orations against Cataline are read.

Latin 4B and 4A   40 weeks   One Unit

Six Books of Virgil's Aeneid forms the subject matter throughout the course. Supplementary Readings, required by College Entrance Boards, are also used.

Spanish 1B and 1A   40 weeks   One Unit

This is an introductory course in Spanish Grammar. Elementary reading material is used in the second semester. Text: Devitis' Spanish Grammar.

Spanish 2B and 2A   40 weeks   One Unit

The reading of Spanish Readers and Spanish Literature forms the subject matter of this course.

Note: German and French (1B and 1A) are offered as substitutes for Spanish if a sufficient number desire these languages.

Mathematics

Algebra 1B and 1A   40 weeks   One Unit

This course deals with the principles of Algebra, positive and negative numbers, addition, subtraction, multiplication and division, equations, factoring, fractions, radicals and quadratic equations. Text: Hawkes, Luby, and Touton, New First Course in Algebra.

Algebra 2B   20 Weeks   One-half Unit

Considerable time is spent in review of the fundamentals. The remaining time is devoted to a study of the linear systems, expo-

nents, functions, quadratics, graphs, the binomial theorem, and logarithms.   Text: Hawkes, Luby and Touton, Second Course in Algebra.

Plane Geometry 1B and 1A   40 weeks   One Unit

A study of the principles of Plane Geometry, including rectilinear figures, the circle, proportion and polygons. Text: Plane Geometry, Durell and Arnold (revised).

Solid Geometry 2B   20 Weeks   One-half Unit

A short review of the fundamentals of plane geometry is given. Considerable time is spent in discussion of lines, planes, angles, cylinders, cones, and spheres.   Text: Solid Geometry, Durell and Arnold (revised).

Natural Science

Physical Geography   20 Weeks   One-half Unit

Deals with (1) the earth as a globe; (2) the ocean; (3) the atmosphere; and (4) the land.   The course consists of recitation and laboratory work.   Text: Physical Geography, Hopkins.

General Science   40 weeks   One Unit

A study of the simplest scientific phenomena as it is related to the daily life of the student.   Two class room periods and 1 hour of laboratory work per week.   Text: General Science, Lake.

Biology   40 weeks   One Unit

A study of organic life, plant and animal life, fundamental functions of each and the forces directing their development.   Two class room periods and one hour laboratory weekly.   Text: The New Biology, Smallwood, Reveley, and Bailey.

Physics   40 weeks   One Unit

A course intended to acquaint the student with the facts, method and principles of physical science.   Mechanics; equilibrium and motion of solids, liquids and gases; capillarity, molecular forces and heat; electricity and magnetism; sound and light.   Three class room periods and two hours laboratory weekly.   Text: Practical Physics, Fuller, Brownlee, and Baker.

Chemistry   40 weeks   One Unit

A study of some of the elementary theories of Chemistry and the common chemical reactions as observed in every day life.   An effort is made to show the vital relation which exists between the household, farm, industry and the civic community in general.   Three class room periods and two hours of laboratory weekly.   Text: Elementary Principles of Chemistry, Brownlee, and others.

BUSINESS SCHOOL

ADVANTAGES

Some advantages offered by the Y. M. C. A. Business School are: (1) Individual Instruction; (2) Highly trained teachers; (3) Wholesome surroundings; (4) Y. M. C. A. privileges; (5) Reasonable rates, payable by the month as long as in attendance; (6) The Y. M. C. A. Employment Bureau.

ORGANIZATION

The Y. M. C. A. Business School is organized into a Day Business School and an Evening Business School.   The former is in session from 9:00 A. M. to 3:00 P. M. five days a week.   The latter meets from 7:00 P. M. to 10:00 P. M. five nights a week.   Both schools are in session the entire year.

Students usually attend the evening school either Monday, Wednesday, and Friday nights. or Tuesday and Thursday nights.   No other school in this vicinity offers such a wide range of possibilities in the matter of attendance.   It is possible to attend five days or five nights a week if desired.
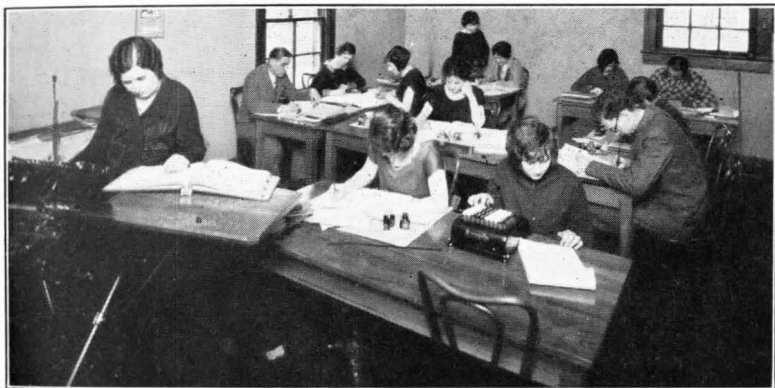
Class in Bookkeeping
INDIVIDUAL INSTRUCTION

Individual instruction permits a student to enroll **at any time** during the year. There is no necessity of waiting until "there is enough to start a class." This expensive method of instruction is possible only because the Y. M. C. A. Schools are run "For Service —Not for Profit."

ENTRANCE REQUIREMENTS

The Y. M. C. A. Business School gives preference to students who have had high school work. Experience proves in the majority of instances that high school English is essential as a foundation for shorthand study. However, students are admitted who have had elementary training. It is not advisable to start a business training with less preparation.

CREDIT

The Y. M. C. A. Business School has an arrangement with the Y. M. C. A. High School for exchange of credits in commercial subjects. An interchange of credit is also carried on with other departments of the Youngstown Institute of Technology.

CERTIFICATES

Certificates are given upon the completion of each course.

TUITION

Day Classes
5 days a week . . . . $18.00 per month
Evening Classes
Two evenings per week . . . . 8.00 per month

Three evenings per week . . . . 10.00 per month

If $25.00 or more is paid at time of enrollment 10% of said amount will be deducted from total cost of course, and applied on final payment.

EMPLOYMENT SERVICE

The Employment Department of the Y. M. C. A. has been re-organized with a view to render a greater service to students of the "Y" Schools. The Employment Secretary is building a clientele of reputable business firms in Youngstown and vicinity. All students are given free service by this department.

Class in Typewriting

DESCRIPTION OF COURSES

BOOKKEEPING B

The 20th Century system of bookkeeping is taught in both the Day and Evening Business School. This text presents the material in such a manner that students can start at any time during the year. The course consists of elementary training in the fundamentals of recording transactions. After mastering the principles the student is required to work out three different sets of books. The first deals with individual proprietorship, the second with partnership and the third with corporations.

BOOKKEEPING A

This course gives the student a more detailed knowledge of accounts and business systems.

BOOKKEEPING MACHINE COURSE

This course consists of work designed by the Burroughs Adding Machine Company to give the student a complete working knowledge of Machine Bookkeeping.

CALCULATING MACHINE COURSE

The use of calculating machines is taught by means of the Burroughs Calculator, using the course outlined by the Burroughs Company.

TYPEWRITING

This course consists of elementary drills in fingering exercises, letter writing, and the development of speed. The phonographic method of teaching rhythm is used very effectively. Text: Rational Typewriting Manual.

SHORTHAND B

Greggs system of shorthand is used. The course consists in acquiring a knowledge of the characters, wordsigns, phrases, idioms and word vocabulary.

SHORTHAND A

After mastering the vocabulary the student is given dictation work, gradually increasing the speed until the student can receive dictation at the rate of at least 110 words per minute.

Class in Mechanical Drawing

DICTAPHONE

This course consists of becoming familiar with receiving, transcribing, and shaving machines by actual practice on our dictaphone equipment.

BUSINESS ENGLISH

An intensive study of English grammar, spelling, and writing of business letters.

RAPID CALCULATION

Because many students are not able to perform accurately and quickly minor mathematical operations, this course is designed to furnish drill work in the operations necessary for successful bookkeeping.

PENMANSHIP

For those who desire to improve their writing ability the Palmer Method of Penmanship is taught.

TECHNICAL SCHOOL

PURPOSE

The purpose of this school is distinctly that of providing practical training for young men who wish to become draftsmen, either mechanical or architectural. It also is designed to help the men of the various building trades acquire a knowledge of blue prints and estimating.

ENTRANCE REQUIREMENTS

Persons entering upon this course should have the equivalent of a grade school education and a decided preference for drafting or work in the building trades.

EQUIPMENT

Two large rooms on the second floor of the Y. M. C. A. Educational Building have been specially equipped with drawing tables and conveniently arranged lights so that the school is well equipped to provide every facility for the use of the student. Individual lockers are provided for storing instruments, books and drawing boards.

SUPPLIES

All supplies needed for this work such as drawing boards, T squares, instruments, pencils, paper, etc., can be purchased at the Book Store, on the first floor.

ENROLLMENT

Students are enrolled for a semester of 17 weeks. Interviews with Mr. Klaesius concerning enrollment may be arranged through the school office.

The tuition rates for each semester are as follows:

One night per week............................$20.00
Two nights per week........................ 30.00
Three nights per week...................... 40.00

If $25.00 or more is paid on or before the opening night, 10% of said amount will be deducted from total cost of the course.

CALENDAR

Monday, September 27   First semester begins
Friday, January 28   First semester ends.
Monday, January 31   Second semester begins
Friday, May 27   Second semester ends.

DESCRIPTION OF COURSES

MATHEMATICS

Algebra 1B and 1A   40 weeks
    (See description of High School Courses)
Geometry 1B and 1A   40 weeks
    (See description of High School Courses)
Shop Mathematics   34 weeks

The first half of the course consists of work in fractions, decimal fractions, percentage, circles, cutting and grinding speeds, pulley and gear trains. During the second half of the course considerable time is spent on areas and volumes of simple figures, levers, tackles blocks, including plane and screw work, power and energy, horse power and heat. Monday and Wednesday evenings, 8:00-8:30, 34 weeks.

MECHANICAL DRAWING—FIRST YEAR

This course consists of elementary work and includes the use of drawing instruments, lettering, drawing of simple figures from blue prints, during the first semester.

In the second semester the student is given practice in drawing from actual models. Monday and Wednesday evenings, 7:00-10:00, 34 weeks.

MECHANICAL DRAWING—SECOND YEAR

In the second year the work is intensely practical. Parts of machinery are used for models in drawing. The student is also required to produce drawings from specifications furnished to him by the instructor. Monday and Wednesday evenings, 7:00-10:00.

BUILDING DRAWING—34 Weeks

The student should have had one year of mechanical drawing before attempting this course. The work consists of drawing plans for buildings both from blue prints and specifications. This work is especially valuable to students employed in the building trades. Monday and Wednesday 7:00 to 10:00.

BLUE PRINT READING   17 weeks (First Semester)

This course is designed for the student who wishes to gain an elementary knowledge of plan reading. Mechanics in the mills and men working in the building trades will find this course very helpful.

Text: Blue Printing Reading—Wyatt.

Friday evening, 7:00-9:00.

ELEMENTARY ESTIMATING   17 weeks (Second Semester)

A course planned to aid contractors in estimating a job. The work includes problems in excavating, grading brick, stone, and cement block work, fireproofing and fireproof construction, plain and re-inforced concrete.

Prerequisite—A knowledge of Blue Print Reading.

Text—Estimating Building Costs—Dingman.

Friday evening, 7:00-9:00.

ADVANCED ESTIMATING   34 weeks

This course deals with boarding, planking, finished carpenter work, structural steel and iron work, lathing, plastering, painting, roofing and sheetmetal work, mill construction and making up estimates.

Prerequisites are Blue Print Reading, Elementary Estimating and Building Drawing.

Text: Estimating Building Costs—Dingman.

Friday evening, 7:00-10:00.

THE ELEMENTARY SCHOOL

Many young men and women who have been deprived of a grade school education on account of adverse conditions have found an opportunity to lay the foundations for an education in the Evening Elementary School. Also many young persons newly arrived in this country find an opportunity to master English grammar; to become acquainted with American History, government and social life for the first time.

The Elementary work comprises all grade school work from the fifth grade through the eighth grade.

CALENDAR

Wednesday, September 8	First semester begins
Thursday, November 25	Thanksgiving Day
Friday, January 21	First semester ends
Monday, January 24	Second semester begins
Friday, June 10	Second semester ends

CURRICULUM

English grammar, Spelling, Reading, Arithmetic, Geography, American History and Community Civics are the subjects taught throughout the year.

CERTIFICATE

When the student has completed the entire eighth grade work, consisting of English, Arithmetic, American History, and Community Civics, a certificate of graduation will be issued. Eleven young men and women received the eighth grade certificate during the past year.

ENROLLMENT

The students are enrolled on the semester plan. The classes recite on Monday, Wednesday, and Friday evenings between the hours of 7:00 and 10:00 o'clock.

RATES

One subject	$20.00 per semester.
Two subjects	25.00 per semester.
Three subjects	30.00 per semester.

If $25.00 or more is paid on or before the opening night, 10% of said amount will be deducted from total cost of the course.

OTHER Y. M. C. A. SCHOOLS

THE SCHOOL OF LAW: A four-year course of college grade preparing for the Bar Examination and granting the LL. B. Degree to those students who have two years Liberal Arts training as a prerequisite. A limited number of students with only the High School diploma are enrolled as special students with the permission of the Dean of the School. Two evenings a week.

THE SCHOOL OF COMMERCE AND FINANCE: A four-year college course leading to the Bachelor of Commercial Science degree and preparing for the C. P. A. examination. Two evenings a week.

THE SCHOOL OF LIBERAL ARTS: Provides at least two years, and in some cases, three years of college work. Enables high school graduates to take work at home while they are employed during the day. Complete college course also provided for those who can devote all of their time to the work. Enables teachers to work off educational requirements for teaching or to work toward a degree. Credits accepted by all leading colleges and universities. Evening and afternoon work.

THE TRADE SCHOOL: Complete Automobile Mechanics and Machinist's Courses. Also includes Ignition and Battery work. Open to Elementary School graduates. Prepares directly for well-paid trade. School endorsed by Youngstown Automobile Dealers Association. Three evenings a week, or five days a week.
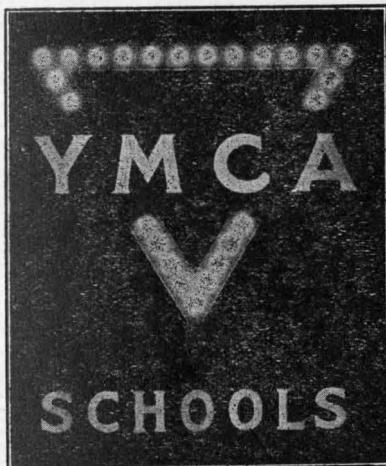

High School Graduating Class 1926

ANNUAL CATALOG

of the

Youngstown Institute of Technology

COLLEGIATE DIVISION

Youngstown School of Law
College of Commerce and Finance
College of Liberal Arts

Home of the Y. M. C. A .Schools

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O. W. Irwin	Frank B. Smith	O. F. Gayton
Robert Marshall	J. C. Barrett	O. W. Davis
C. T. Moke	L. A. Spencer	Henry Butler
W. S. Simcox	Jesse Leighninger	N. B. Folsom
Carl Ullman	Arthur Maag	L. G. Ebinger
G. G. Anderson	Ira Sprankle	Howard Evans

ADMINISTRATIVE STAFF

Homer L. Nearpass, Director of Education, Y. M. C. A. Schools. A. B., Western Reserve University, 1905; School of Education, University of Wisconsin, Summer of 1910; School of Education, University of Minnesota, Summers of 1913, 1914, 1915 and 1916; A. M. Teachers College, Columbia University, 1923.

Raymond A. Witchey, Assistant Educational Director and Registrar. A. B. Bucknell University, 1919; Youngstown Y. M. C. A. College of Commerce and Finance, 1921-1923.

Freda R. Flint, Director of Promotion.

Clayton E. Elliott, Field Representative.

Irene M. Donahay, Recorder.

Elsie Randall, Cashier.

THE FACULTY

The Youngstown School of Law

George H. Gessner, Dean. Judge Common Pleas Court, Mahoning County; Hiram College; LL. B., Western Reserve University.

Henry C. Church. LL. B., Western Reserve University; Baldwin University, 1913.

Carl Armstrong, B. S., Ohio Northern, 1904; LL. B., Ohio Northern University, 1906.

H. Herschel Hunt, Wooster College, Summers 1914 and 1916; Ohio Northern University, Summer 1917; Bradley Polytechnic Institute, Summer 1919; University of Chicago, Summer 1920. LL. B. Youngstown School of Law, 1923.

Harry P. McCoy, Wooster College, four years, from 1902 to 1910; LL. B., Youngstown School of Law, 1920.

Donald B. Lynn, A. B., Harvard, 1913; LL. B., Harvard, 1916.

Erskine M. Maiden, Jr., A. B., Harvard, 1913; Harvard Law School, 1913-1915.

Clifford M. Woodside, Probate Judge, Mahoning County; LL. B., Ohio State, 1914.

William T. Swanton, LL. B., Cornell University, 1919.

Knowles Wyatt, B. S., Muskingum College, 1912; Columbia University, Summer 1915; University of Chicago, Summers 1916, 1917; LL. B., Youngstown School of Law, 1923.

Jesse H. Leighninger, A. B., Lafayette College, 1911; LL. B., Western Reserve University, 1914.

College of Commerce and Finance

R. T. Bell, Dean and Instructor in Accounting. Managing partner. R. T. Bell & Co., Certified Public Accountants; C. P. A., Indiana, 1922; Ohio, 1923.

C. S. Clark. Instructor in Accounting. Clark & Collins, Certified Public Accountants. C. P. A., Ohio, 1921.

Charles F. Axtmann, Instructor in Accounting and Business Administration. Auditor Home Savings & Loan Co., B. S., Syracuse, 1909; Pd. B., Syracuse, 1913; M. S., Syracuse, 1913; C. P. A., Indiana, 1924.

Max Roth, Instructor in Law. Teacher, Rayen School. LL. B., Ohio State University.

Ralph F. Mateer, Instructor in Accounting. Manager Warren Branch, R. T. Bell & Company, B. C. S., Y. M. C. A. School of Commerce and Finance, Youngstown, 1924; C. P. A., Indiana and Ohio 1924.

Sidney J. Collins, Instructor in Accounting. Clark & Collins, Certified Public Accountants, B. C. S., Y. M. C. A. School of Commerce and Finance, Youngstown 1924; C. P. A., Ohio. 1926.

F. F. Herr, Instructor in Law. Assistant Principal, Rayen School. A. B., A. M., Western Reserve University. LL. B., Youngstown School of Law; Harvard University, two summers.

Paul H. Bolton. Instructor in Advertising. President Bolton, Meek & Wearstler Advertising Agents. University of Paris and New York University.

Henry C. Edgerton, Instructor in Salesmanship. Great Atlantic & Pacific Tea Co., Alexander Hamilton Institute.

Roy R. Fellers, Instructor in Public Speaking. Teacher of Public Speaking, South High School. B. A., University of Michigan.

S. E. Trinkle, Instructor in Commercial Art. President S. E. Trinkle Co., Commercial Artists.

College of Liberal Arts

Joseph Earle Smith, Dean and Professor of Social Science. Rhodes Scholar, Oxford England, 1908-1911; B. A., Oxon, 1911; A. M., University of Nebraska, 1914; University of Chicago, Summers of 1915, 1916, 1917, 1919, 1921, 1924. (Hiram College).

Lee Edwin Cannon, Professor of English and Modern Languages. A. B. Eureka College, 1906; A. M., University of Wisconsin, 1909; University of Leipsic and University of Geneva, 1906-1907; University of Wisconsin, 1908, 1909, 1910, 1911, 1912, 1917; Harvard University, 1912, 1913; University of Chicago, Summers of 1916, 1919, 1920, 1921. (Hiram College).

Ralph A. Waldron, Professor of Natural Science. B. S., Massachusetts State College of Agriculture; M. S., Pennsylvania State College; Ph. D., University of Pennsylvania. (Slippery Rock Teachers' College).

Earl A. Moore, Professor of English Language. A. B., B. O., Geneva College; A. M., Indiana University. Summer term, University of Chicago. (Geneva College).

Nathan Warren Harter, Professor of Mathematics. A. B. Wittenberg College, 1908; A. M. Wittenberg College, 1909; (Thiel College).

Luther Malmberg. Professor of Psychology and Education. A. B. Bethany College, 1898; Graduate Augustana Theological Seminary, 1904; University of Minnesota, 1911-1912; Edinburgh University, Spring, 1919; Yale University, 1921-1922, 1922-1923.(Dean of Thiel College).

John A. M. Stewart, Professor of Natural Science. A. B. Allegheny College, 1912; M. S., Allegheny College, 1918; Cornell University and University of Pittsburgh (Summer terms) Ph. D. University of Pittsburgh, 1925. (Thiel College).

William Morgan, Professor of Chemistry. Miami University; University of Illinois, S. B. 1921; Ohio State University, S. M., 1922. (Mt. Union College).
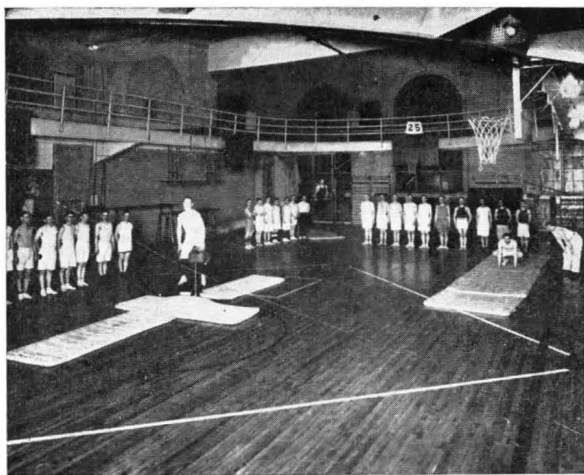
Y. M. C. A. Gymnasium

THE COLLEGIATE SCHOOLS

Nearly every American college or university began as a small, struggling school and grew only because it met a need in the life of the community it served. Only a few spring Phoenix-like, from the very ground, watered, as it were, by a flood of gold from wealthy donors.

The three schools in the Collegiate Division of The Youngstown Institute of Technology have developed gradually from a few isolated courses offered to meet the local demands for educational work of a professional or cultural nature beyond that of a high school. Slowly, step by step, these schools have evolved until now they present regularly organized curriculums. The future bids fair to witness still further development and points toward the establishment of a full-fledged university.

LOCATION

March first, 1926, The Y. M. C. A. Schools moved into the old John C. Wick Mansion, 410 Wick Avenue, which property was recently purchased by the Young Men's Christian Association for this purpose. The site occupies a corner lot, with nearly two acres of ground, and the building is surrounded by shade trees of various kinds which makes it beautiful to look upon and a delightful place in which to study. Since the purchase of the building, $15,000 has been spent in remodeling and equipping the place for schoolroom work. New heating and lighting systems were installed, science laboratories improved and many other changes made to adapt the building to school purposes. Wherever possible, however, the beautiful mirrors, hearths and other beauty spots were left untouched. A number of rooms are finished in mahogany and curly maple and were left intact. Altogether, there is a home-like atmosphere which contributes substantially to the spirit of the school.

CHRISTIAN EMPHASIS

The Y. M. C. A. Schools place a Christian emphasis on all their 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 is 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.

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.

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.

WITHDRAWALS AND REFUNDS

A student compelled to withdraw on account of personal illness before the middle of the quarter or semester will be refunded the unused portion of tuition upon written application to the Registrar 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 period 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.

TEXT BOOKS AND SUPPLIES

Text books and supplies may be purchased at the school book store on the main floor of the Education Building, 410 Wick Ave.

REGISTRATION

Students may register at the office on the main floor of the Education Building between the hours of 8:30 A. M. and 9:30 P. M. with the exception of Saturdays, when the office is closed at 4:00 P. M. 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 Collegiate Division must file a statement of high school credits at the time of registration. No cash discount is allowed to students enrolling after the opening night in each school.

CO-EDUCATIONAL

Both men and women are admitted to all of the Y. M. C. A. Schools.

Library Facilities

The Y. M. C. A. Schools maintain a Law Library of over five thousand volumes which is constantly kept up to date, as new volumes are added monthly. The Public Library is located diagonally across the street from the Y. M. C. A. Schools and the library officials have cooperated in a splendid way in serving the students.

EMPLOYMENT SERVICE

The Young Men's Christian Association maintains a free employment bureau for the benefit of its members and students of the Y. M. C. A. Schools. Business men of the city call the Employment department for all kinds of help and the Employment Secretary has helped many of our students to splendid positions. The fact

that our college work is all done in the late afternoon and evening, makes these positions available to any of our students who are equipped to fill them.

ROOMING AND BOARDING FACILITIES

The Y. M. C. A. Schools are located about two and one half blocks from the main Y. M. C. A. Building on Champion Street and about one block from the Young Women's Christian Association. This makes it convenient for young men and young women who come from out of town. Both the Y. M. C. A. and the Y. W. C. A. maintain cafeterias which are open to the public at very reasonable rates.

Student Council—1925-1926

The Student Council is composed of a group of men and women elected by the students and representing all departments of the Y. M. C. A. Schools. It is the purpose of this body to aid the Administration in promoting student activities, to develop school spirit and to secure the highest type of cooperation between the sudent body and school officials.

PHYSICAL PRIVILEGES

All men of the Y. M. C. A. Schools are entitled to the use of the Y. M. C. A. Gymnasium and Swimming Pool, free of charge, as long as they are students in the school.

Student Council, 1925-1926

Youngstown School of Law

1926-1927

FALL QUARTER, 1926

Major subjects begin September 28, 1926, end December 17, 1926.
One-half majors begin September 28, 1926, end November 5, 1926.
One-half majors begin November 9, 1926, end December 17, 1926.

WINTER QUARTER, 1926

Major subjects begin December 28, 1926, end March 18, 1927,
One-half majors begin December 28, 1926, end February 4, 1927.
One-half majors begin February 8, 1927, end March 18, 1927.

SPRING QUARTER, 1927

Major subjects begin March 22, 1927, end June 10, 1927.
One-half majors begin March 22, 1927, end April 29, 1927.
One-half majors begin May 3, 1927, end June 10, 1927.

SUMMER QUARTER, 1927

Major subjects begin July 5, 1927, end September 23, 1927.
One-half majors begin July 5, 1927, end August 12, 1927.
One-half majors begin August 16, 1927, end September 23, 1927.

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

HISTORICAL SKETCH

Back in 1908 The Youngstown School of Law had its inception in a class in Commercial Law composed of about nine men.

In 1910 Attorney Theodore Johnson conceived the idea of preparing men for the bar examination. In 1920 the State of Ohio gave the school the right to grant the Bachelor of Laws degree. During the school year 1920-1921, Judge George H. Gessner became Dean and has guided the destinies of the school ever since. In 1924, about three thousand volumes were added to the Library, and in September, 1925, the entrance requirements were raised so that two years of Liberal Arts are now required for entrance before the degree of LL. B. will be granted. So far as is known, the Youngstown School of Law is the only night Law School in the United States with such high requirements.

The graduates of the Youngstown School of Law have been unusually successful in passing the bar examination. Within the last few years this school has had among its graduates the student who received the highest grade in the State of Ohio at the Bar Examination, the oldest and the youngest man in the State to pass the bar examination, and a man totally blind. This school has had a long and enviable record of success and bids fair to become an even greater institution for legal training.

PURPOSE

The College of Law, a department of the Youngstown 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 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. 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.

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 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.

NEW REQUIREMENTS FOR BAR EXAMINATION

After October 15, 1926, all persons registering for the Bar examination must have completed at least one year of work in Liberal Arts. A year later, the requirements will be raised to two years of Liberal Arts. All students who are merely high school graduates, must therefore register before October 15. They will be admitted as special students in the fall quarter.

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 he 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 three quarters 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".

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.

FEES

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 this course. Positively no cash discount allowed after opening night, each quarter.

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	,,

NOTE: All subjects outlined above are required for graduation.

SCHEDULE OF CLASSES

Tuesday and Friday

Fall Quarter, 1926
September 28 to December 17

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 (½) Bankruptcy (½)	Equity I
4.	Pleading and Practice I	Partnership (½) Suretyship (½)

Winter Quarter 1927

December 29 to March 18

Year	7:00-8:30 P. M.	8:30 to 10:00 P. M.
1.	Torts I	Contracts II (½) Common Law Pleading (½)
2.	Real Property II	Negotiable Instruments
3.	Evidence I	Equity II
4.	Pleading and Practice II (½) Legal Ethics (½)	Jurisprudence I

Spring Quarter, 1927

March 22 to June 10

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

Summer Quarter, 1927

July 5 to September 23

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, or ½ major.

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 torts," 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 unenforcable contract; offer and acceptance; Statute of frauds; consideration; capacity to contract; mistake, mis-representation, 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. ½ 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 personality; 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 instrument 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. ½ Mjr. Case Book to be selected.

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. ½ 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; capital stock, stock subscriptions, rights of membership, voting trusts, transfer of shares, management; liability of stockholders; insolvency and dissolution. 1 Mjr. Elliot and Wormser'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 decedents' estates. The conclusion of this course consists of a study of equitable remedies. 2 Mjr. Boke's Cases on Equity Jurisprudence, Keikwin'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. 1½ Mjr. Cases on Evidence, Hinton's.

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 the 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, interests in trust property, and interests of trustees. 1 Mjr. Scott's Casts on Trusts.

20. INSURANCE—Fire, life, and accident insurance, with respect to: insurable interests; concealment; misrepresentation; warranties; other causes of invality of contract; amount of recovery; subrogation; conditions; waiver; estoppel, election and powers of agents; assignees and beneficieries. 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 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 Argumets, etc. Lectures and Exercises. ½ 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. ½ 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. ½ 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. ½ 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. 1½ 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. ½ 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. ½ 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. ½ Mjr. Scott's Cases on Civil Procedure.

34.   THE QUIZ COURSE: A thorough review of those subjects which are necessary for the Bar examination is given in this course.

Law School Class

The College of Commerce and Finance

Calendar
1926-1927

September 12-to September 17 Registration Week
September 20, Monday
First Semester Classes begin at 7:00 P. M.
December 16, Thursday
Christmas Recess begins at 10:00 P. M.
January 3, Monday
Christmas Recess ends at 7:00 P. M.
January 27, Thursday
First Semester ends at 10:00 P. M.
January 31, Monday
Second Semester begins at 7:00 P. M.
May 26, 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.

HISTORICAL SKETCH

The history of the College of Commerce and Finance goes back so far that its beginnings are clouded in a maze of uncertainty. About 1912 the old Pace and Pace three-year Accountancy Course was started and continued down to about 1920 when Leonard T. Skeggs, who was then Educational Director, introduced the present four-year, standardized Y. M. C. A. course. The first class to graduate was in 1923. The following year the State of Ohio gave the school the right to grant the Bachelor of Commercial Science degree. Since that time the growth of the school has been rapid and it now gives promise of becoming an important factor in the business life of the Mahoning and Shenango Valleys. The graduates of this school are holding important positions as certified public accountants, treasurers, managers, auditors, and business executives.

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.

THE SCHOOL YEAR

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

TRANSFER OF CREDIT

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

Sigma Kappa Phi—In 1925 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 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.

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.

Students who plan to take the C. P. A. examination should secure a position in the office of a public accountant after the first year in school in order to meet the requirement of three years of practical experience.

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

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. Positively no cash discount allowed after opening night, each semester.

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.

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 is is indicative that, according to statistics for the year 1924, the average salary of practicing accountants, including all Juniors was approximately $3000 per year.

OUTLINE OF COURSES
Offered 1926-1927
FIRST YEAR

First Semester	Second Semester
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
Adm.-3 Office Management	E-1 Business Letters and Reports
L-2 Law of Negotiable Instruments	L-4 Law of Property and Bankruptcy

THIRD YEAR

A-8 ~~Constructive Accounting~~   A-16 ~~Mathematics of Accounting~~
A-5 Cost Accounting   A-6 Cost Accounting

(Choose one below)

M-3 Salesmanship Fundamentals   E-2 Public Speaking
M-8 Retail Sales   M-4 Sales Practice
M-10 Advertising Fundamentals   M-11 Advertising Practice
                                 M-9 Real Estate Sales

FOURTH YEAR

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

(Choose one below)

M-3 Salesmanship Fundamentals   E-2 Public Speaking
M-8 Retail Sales   M-4 Sales Practice
M-10 Advertising Fundamentals   M-11 Advertising Practice
A-8 Constructive Accounting   A-16 Mathematics of Accounting.

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.

Special courses in show card writing and poster designing are offered, but may not be credited toward the B. C. S. Degree.

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 1926-1927 the first three years only are completely available.

FIRST AND SECOND YEARS

Same as courses in Accountancy.

THIRD YEAR

First Semester

M-3 Salesmanship Fundamentals
M-8 Retail Sales
M-10 Advertising Fundamentals

Second Semester

M-4 Sales Practice
E-2 Public Speaking
M-9 Real Estate Sales
M-11 Advertising Practice

FOURTH YEAR

(Not offered in 1926-1927).

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 Accounting. A beginning course in the theory and practice of accounting. Based on Introductory Accounting. John A. Powelson.

A-3 A-4—Theory and Practice of Accounting. A continuation of Accounting A-1 and A-2. Based on Principles of Accounting Vol. II, Finney.

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

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, deprecittion and depletion, invested capital. admissable and inadmissable assets, computation of taxes, and typical problems. Based on "Income Tax Problems," Filbey. (Offered 1927-28).

A-8.—Constructive Accounting. This course takes up the study of a typical business enterprise, determining its needs in respect to forms. books, titles of accounts. forms of exhibits, etc., including the actual construction of accounting systems for typical business concerns. Based on System Building and Constructive Accounting by Williard.

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). Offered 1927-1928.

A-11 A-12—Auditing. An intensive course in Auditing Practice and Procedure, for advanced students in Accountancy. Based on "Auditing," by W. H. Bell.

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.

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 interests 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. (Not offered 1926-27.)

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 1926-1927.)

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. (Not offered 1926-1927.)

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.

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 1926-1927).

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.

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. (Not offered 1926-1927).

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; Indi-

vidual Adaptability to Occupation and Profession; Methods of Rating Human Quality; Job Specification; Psychological Tests in Employment. (Not offered 1926-1927).

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. (Not offered 1926-1927).

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.

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

M15—Marketing Operations: Marketing Functions; The Wholesaler; The Department Store; The Chain Store; the Mail Order House; Market Anaylsis; Advertising Costs; Trade Marks and Unfair Competition; Price Determination; Cost of Merchandising and Critique of Existing Marketing Systems. (Not offered, 1926-1927).

M 8—Retail Sales. Some of the subjects covered in this course are: What is Salesmanship; Creative Salesmanship; Building Values; Types of Customers; Why Customers Buy; Selling One's Personality; How to Build Personality; The Selling Process; Opening the Sale; Closing the Sale; Super Salesmanship. Based on "Salesmanship Applied" by Paul W. Ivey.

M-9—Real Estate Sales—Fundamental Principles of Real Estate; Appraisal of Property; How, when and where to secure prospects. Following up the prospect and closing the Sale. Text book to be selected.

M-10—Advertising Fundamentals. The Occupation; The Growth; The Purpose; The Branches; The Circular; The Newspaper; The Letter; The Copy; The Art; The Layout; The Printing; The Sign.

M-11—Advertising Practice. A practical application of the principles taught in Advertising Fundamentals

M-12—Fundamentals of Show Card Writing and Poster Designing. A thorough course, two nights a week three hours a night, for two semesters of seventeen weeks each. The elements of Show Card Writing, Fancy Lettering, Poster Designing and Air-brush Finishing. The work is entirely individual. Each student may advance as rapidly as he is able. A special feature of the instruction is the unusual personal attention given to every student.

M-13—Advanced Show Card Writing and Poster Designing. Two courses of seventeen weeks each for those who already have some training but who wish to learn more of the intricacies of show car writing and poster designing. Considerable time is devoted to practice with the air-brush and to lay-outs and designing. An attempt is made to place the student under the same conditions that are customary in actual practice.

ECONOMICS

Ec-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.

ENGLISH

E-1—Business Letters and Reports. A practical course in the writing of effective business letters, including credits, 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.

Commerce and Finance Class

The College of Liberal Arts

Calendar

1926-1927

September 20 to September 25
Registration Week
September 27, Monday
First Semester begins at 4:30 P. M.
December 17, Friday
Christmas Recess begins at 10:00 P. M.
January 3, Monday
Christmas Recess ends at 4:30 P. M.
February 4, Friday
First Semester ends at 10:00 P. M.
February 7, Thursday
Second Semester begins at 4:30 P. M.
June 10, Friday
Second Semester ends at 10:00 P. M.

HISTORICAL SKETCH

The Junior College of Liberal Arts was organized in 1921 to accommodate teachers and others who wished to secure college credit either toward a degree or a teacher's certificate. Two men on the present faculty, Professors Smith and Cannon, of Hiram College and Professor E. B. Evans, of Thiel College, were the members of the first faculty. Classes met four evenings a week from seven to ten. Each year new subjects have been added until at present there are eight men on the faculty. Geneva College, Mt. Union College and Slippery Rock Teachers' College have been added to the cooperating schools. Classes are now held five evenings a week from seven to ten and four afternoons from 4:30 to 6:00. At first the student body was composed almost entirely of teachers. An increasingly large number of recent high school graduates are now enrolling, many of them for full-time courses.

Last year the title of Associate in Arts was conferred upon eleven men and women who have attended this school long enough to earn at least one year of credit, together with another year here or elsewhere. It is hoped soon to be able to start a day school of Liberal Arts giving a four-year course leading to a Bachelor of Arts degree. This will be the next great step forward for the Y. M. C. A. Schools.

BASIS OF CREDIT

The courses of study are identical with those given in the co-operating colleges, the same texts are used, and each course will command the same credit as if given in the classrooms at Hiram, Thiel, Geneva, Slippery Rock, or Mt. Union.

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 the time to study may carry full college work of fifteen hours each semester. Students working full time during the day are usually permitted to earn only twelve hours credit during the year.

The schedule given elsewhere in the catalog accurately describes the basis of credit.

TUITION FEES

(Per Semester)

3 Semester Hours		$30.00
4 Semester Hours		$35.00
6 Semester Hours		$45.00
7 Semester Hours		$50.00
9 Semester Hours		$60.00
10 Semester Hours		$65.00
12 Semester Hours		$70.00
13 Semester Hours		$72.00
15-16 Semester Hours		$75.00

DISCOUNT FOR CASH

If the amount of the initial payment is $25.00 or more, 10% of this payment will be deducted from the price of the course. Positively no cash discount allowed after opening night, each semester.

SPECIAL FEES

Hiram, Thiel, Geneva, Mt. Union, and Slippery Rock Colleges require a small fee for a transcript of credits when same are transferred to another college or university.

Diploma fee, Title of Associate in Arts, $5.00.

Laboratory fee in biology, $3.00 each semester.

Laboratory fee in Chemistry, $5.00 each semester.

Biology and Chemistry are counted as four-hour courses in reckoning tuition fees.

No extra fees are charged for registration, Y. M. C. A. membership, or library.

WORK AVAILABLE FIRST SEMESTER

EDUCATION AND PSYCHOLOGY

History of Education	Mr. Malmberg
Social Psychology	Mr. Malmberg
Teaching of Arithmetic	Mr. Harter

ENGLISH

English Composition and Rhetoric	Mr. Moore
European Backgrounds of English Literature	Mr. Cannon
The Drama	Mr. Cannon

LANGUAGE

Elementary Spanish	Mr. Cannon

MATHEMATICS

Trigonometry	Mr. Harter
Analytical Geometry	Mr. Harter
College Algebra	Mr. Harter
Differential Calculus	Mr. Harter
Integral Calculus	Mr. Harter

NATURAL SCIENCE

Nature Study	Dr. Waldron
Biology	Dr. Stewart
Chemistry	Mr. Morgan

SOCIAL SCIENCE

History of British Empire	Mr. Smith
Political Science	Mr. Smith
Introduction to Social Science	Mr. Smith

WORK AVAILABLE SECOND SEMESTER

EDUCATION AND PSYCHOLOGY
Educational Sociology .... Mr. Malmberg
Philosophy of Education .... Mr. Malmberg
ENGLISH
English Composition and Rhetoric .... Mr. Moore
European Backgrounds of English Literature...... Mr. Cannon
The Drama .... Mr. Cannon
LANGUAGE
Elemenatry Spanish .... Mr. Cannon
MATHEMATICS
Trigonometry .... Mr. Harter
Analytical Geometry .... Mr. Harter
College Algebra .... Mr. Harter
Differential Calculus .... Mr. Harter
Integral Calculus .... Mr. Harter
NATURAL SCIENCE
Nature Study .... Dr. Waldron
Biology .... Dr. Stewart
Chemistry .... Mr. Morgan
SOCIAL SCIENCE
International Relations .... Mr. Smith
Political Science .... Mr. Smith
Systems of Economic Reform .... Mr. Smith

DESCRIPTION OF COURSES

GROUP I—EDUCATION AND PSYCHOLOGY

Education 31.   History of Education 7:00-8:30 Mon. Thurs.
3 hours a week—First Semester
A study of the great educational periods and tendencies of history, tracing the development of educational content and method through the various educational movements of modern times.
.... Mr. Malmberg

Psychology 33.   Social Psychology 8:30-10:00 Mon. Thurs.
3 hours a week—First Semester
A study of the nature of the social mind, the influence of the individual on the group and of the group on the individual.
.... Mr. Malmberg

Educatin 410.   The Teaching of Arithmetic 7:00-10:00   Wed.
3 hours a week—First Semester
For teachers of arithmetic in the grades and junior high school. Discussion of methods and devices................. Mr. Harter

Education 32.   Educational Sociology 7:00-8:30 Mon.   Thurs.
3 hours a week—Second Semester
A consideration of the individual and society as two fundamental elements in the educational process and their relations and the part each plays in the common life process...... Mr. Malmberg

Education 42.   Philisophy of Education 8:30-10:00 Mon. Thurs.
3 hours a week—Second Semester
A philosophical consideration in the light of what is known of biology, sociology and psychology.............. Mr. Malmberg

GROUP II—ENGLISH

English 24   Rhetoric and Composition 7:00-10:00 Wed.
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..............Mr. Moore

✓ English 35.　　European Backgrounds of English Literature
7:00-8:30 Tues.　Fri.
3 hours a week throughout the year.

In this course will be studied in translation some of the master-pieces of continental literature. The influences on English Litera-ture will be traced, and certain characteristics of the classical, medie-val and Renaissance and other periods will be noted. Representa-tive individual authors (Dante. Montaigne, Cervantes, Goethe and others) will receive especial attention..............Mr. Cannon

✓ English 37.　　The Drama. 8:30-10:00 Tues. Fri.
3 hours a week throughout the year.

A study of the development of English Drama against its con-tinental background from the beginnings to the present time, based on reading important English plays and representative foreign plays in translation. Discussion of the theory of stage craft and of dra-matis technique................................Mr. Cannon

GROUP III—LANGUAGE

✓ Elementary Spanish II.　4:30-6:00 Tues.　Fri.
3 hours a week throughout the year.

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

Liberal Arts Class

GROUP IV—MATHEMATICS

College Algebra 101. 7:00-10:00 Mon.

3 hours a week—First Semester, Repeated 2nd. Semester.

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

Trigonometry 102. 7:00-10:00. Mon.

3 hours a week—First Semester, Repeated 2nd. Semester.

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

√Analytical Geometry 201. 7:00-10:00 Mon.

3 hours a week—First Semester, Repeated 2nd. Semester.

This course is designed for those who take a major in mathematics or elect the science course. Special emphasis is laid on the first and second degree equations and the conic sections in order to give the students who expect to teach mathematics the necessary preparation..................................Mr. Harter

√Differential Calculus 301. 7:00-10:00 Mon.

3 hours a week—First Semester, Repeated 2nd. Semester.

The differential calculus treats the fundamental principles, differentiation of elementary forms, indeterminate forms, expansion of functions, mode of variation of functions of one variable, rates and differentials, maxima and minima. asymptotes, contract and curvature, singular points and envelopes.............Mr. Harter

√ Integral Calculus 302. 7:00-10:00 Mon.

3 hours a week—First Semester, Repeated 2nd. Semester.

Treats the general princ:ples of integration, reduction formulas, integration of rational functions, integrations of rationalization, integration of trigonometric and other transcendental applications, successive integration...............................Mr. Harter

GROUP V—NATURAL SCIENCE

√ Science I—Nature Study. 7:00-10:00 Wed.

3 hours a week throughout the year.

The word "nature study" is used in a broad sense to cover all phases of elementary science adapted to all groups. This course aims to give the student a definite body of knowledge of common forms of environmental materials and to supply the principles that will guide him in selecting and using environmental materials wherever he may be located. The course includes as wide a range of observation as possible of materials which the prospective teacher may be called upon to use in his work................Dr. Waldron

√ General Biology. 6:00-10:00 Thurs.

A consideration of the phenomena of life as seen in plants and animals. Type forms are studied with reference to structure, function, development, evolution. and economic importance. Two hours of lecture and two hours of laboratory each week.

3 credits each semester.............................Dr. Stewart

√ General Chemistry. 6:00-10:00. Tues.

A course in the chemistry of the non-metals and metals, followed by a general course in qualitative analysis, dealing with the systematic separation of metals and acids. Two hours lecture and two hours laboratory work each week................Mr. Morgan

3 hours credit each semester

GROUP VI—SOCIAL SCIENCE

History of the British Empire.   4:30-6:00   Tues.   Fri.
              3 hours a week—First Semester
    A study of the development of the British Empire from 1800 to
the present time..Mr. Smith
    International Relations.   4:30-6:00   Tues.   Fri.
              3 hours a week—Second Semester
    This course will deal with contemporary world politics.
                ....Mr. Smith
    Political Science.   8:30-10:00   Tues.   Fri.
              3 hours a week throughout the year.
    Principles of government will be followed by a study of concrete
problems of citizenship............................Mr. Smith

    Introduction to the Social Sciences 7:00-8:30 Tues.   Fri.
              3 hours a week—First Semester
    A survey course introductory to all the social sciences, show-
ing their common background, and problems of each.....Mr. Smith
    Systems of Social and Economic Reform 7:00-8:30 Tues. Fri.
              3 hours a week—Second Semester

    A comparison of our present economic and social organization
with the various systems advocated to supplant it, such as Marxian,
Socialism, syndicalism, guild socialism and bolshevism....Mr. Smith
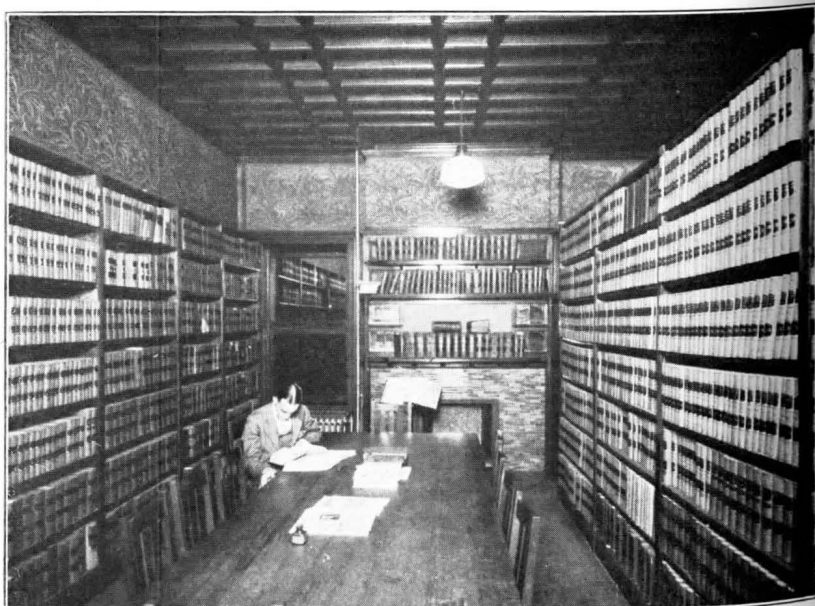
The Library

OTHER Y. M. C. A. SCHOOLS

THE HIGH SCHOOL: Complete four-year course. Academic, Scientific, Commercial and Technical. Member North Central Association of Colleges and Secondary Schools. Diploma accepted by all colleges. Three evenings a week.

THE BUSINESS SCHOOL: Day and Evening classes the year round. Complete Bookkeeping and Secretarial Courses. Equipment up-to-date. Courses prepare for high grade office positions. Wholesome environment. Individual instruction. Two or three evenings a week, or five days a week.

THE TECHNICAL SCHOOL: Courses in Mechanical and Building Drawing, Blue Print Reading, Shop Mathematics, Building Estimating. Intensely practical. Individual Instruction. Open to students with Elementary School training. Two or three evenings a week.

THE TRADE SCHOOL: Complete Automobile Mechanics and Machinist's Courses. Also includes Ignition and Battery work. Open to Elementary School graduates. Prepares directly for well-paid trade. School endorsed by Youngstown Automobile Dealers Association. Three evenings a week, or five days a week.

THE ELEMENTARY SCHOOL: Fifth to Eighth grades inclusive. Prepares for High School. Individual instruction allows students to advance as rapidly as they are able. Three evenings a week.

Sigma Kappa Phi Fraternity

PROMOTION

By Edgar A. Guest

Promotion comes to him who sticks
Unto his work and never kicks,
Who watches neither clock nor sun
To tell him when his task is done;
Who toils not by a stated chart,
Defining to a jot his part,
But gladly does a little more
Than he's renumerated for.
The man in factory or shop,
Who rises quickly to the top,
Is he who gives what can't be bought;
Intelligent and careful thought.

No one can see just when begins
The service that promotion wins,
Or when it ends; 'tis not defined
By certain hour or any kind
Of system that has been devised;
Merit cannot be systemized.
It is at work when it's at play;
It serves each minute of the day;
'Tis always at its post, to see
New ways of help and use to be.
Merit from duty never slinks,
Its cardinal virtue is—it thinks!

Promotion comes to him who tries
Not solely for a selfish prize
But day by day and year by year
Holds his employer's interest dear;
Who measures not by what he earns
The sum of labor he returns,
Nor counts his day of toiling through
Till he's done all that he can do.
His strength is not of muscle bred,
But of the heart and of the head
The man who would the top attain
Must demonstrate he has a brain.